DEFENSE TECHNICAL INFORMATION CENTER
DEFENSE VIRTUAL LIBRARY

METADATA GUIDELINES

FOR

DIGITAL MOVING IMAGES

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Abstract
These guidelines contain instructions for cataloging digital moving images (video) as part of the Defense Technical Information Center (DTIC) Defense Virtual Library (DVL). This project was initiated by DTIC in cooperation with the Defense Advanced Research Projects Agency (DARPA) and the Corporation for National Research Initiatives (CNRI). Over 60 data elements (fields) have been described, all of which conform to the Machine Readable Cataloging (MARC) and Anglo-American Cataloging Rules, 2nd edition (AACR2) standards. MARC guidelines follow those in "MARC21 Format for Bibliographic Data." Examples for each data element and sample records are presented. This manual is also available at the Defense Virtual Library Web site, http://dvl.dtic.mil:8100/notes.html

Subject Terms
*IMAGE PROCESSING, *DIGITAL SYSTEMS, *INFORMATION PROCESSING, DEPARTMENT OF DEFENSE, DATA MANAGEMENT, BIBLIOGRAPHIES, HANDBOOKS, VIRTUAL REALITY, TECHNICAL INFORMATION CENTERS, *METADATA, MOVING IMAGES, VIDEOS, DVL(DEFENSE VIRTUAL LIBRARY), CATALOGING, DATA ELEMENTS, *DIGITAL MOVING IMAGES, MACHINE READABLE CATALOGING, DATA ELEMENTS

TABLE OF CONTENTS

GENERAL INFORMATION

General Description of Project

These guidelines contain general instructions for cataloging digital moving image files as part of the Defense Technical Information Center (DTIC) pilot Defense Virtual Library (DVL). This project was initiated by DTIC in cooperation with the Defense Advanced Research Projects Agency (DARPA) and the Corporation for National Research Initiatives (CNRI).

The guidelines are intended for use during DVL moving image cataloging at the pilot and production level. They can also be used to evaluate the quality of bibliographic records provided by holding institutions participating in DVL in the future.[1] Metadata provided by the holding institution should be able to be mapped to the fields detailed. More than 60 fields are described in this manual, all of which conform to the Machine Readable Cataloging (MARC) format and *Anglo-American Cataloging Rules,* 2nd edition (AACR2) standards. MARC guidelines follow those in *MARC21 Format for Bibliographic Data*, a revision of earlier editions of the *USMARC Format for Bibliographic Data*.

DTIC selected Minaret software[2] for cataloging DVL materials. Moving image catalog records were created in the MARC format, using customized versions of Minaret-supplied OCLC (Online Computer Library Catalog) workforms as templates for data entry. Prior catalog records for photographs and recorded sound have been converted from Microsoft Word into Minaret.

The moving image portion of the DVL includes videorecordings from DTIC as well as from the Carnegie-Mellon University Informedia Digital Video Library Project. To date, all moving image materials selected for inclusion in the DVL were digitized from videorecordings. Moving image materials that are 'born digital' have not been incorporated into the DVL**.** There can be differences in cataloging practices for materials that have been digitized and for those that are created in digital formats.

These guidelines serve as a generic base for cataloging digital moving images. Collections may be chosen for inclusion in the DVL that present special considerations not covered. Here, cataloging information about the most common descriptive elements and their use is presented, but all future cataloging will need to be examined on a project-

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[1] This cataloging manual uses the term 'holding institution' to refer to the repository that contains the item that was used to create the electronic file for the DVL. For DVL purposes, these 'holding institutions' include producing agencies, sponsoring agencies, suppliers, creators, archives and others.
[2] Minaret is a product of Cactus Software, Inc., 10 W. 15th St., Suite 720, New York, NY 10011

by-project basis to determine any necessary changes or revisions to the guidelines. Although these guidelines focus on describing digital moving images, practices outlined are also applicable to the description of moving images that do not exist in digital format.

Standardized Sources

Bibliographic records created conform to rules outlined in AACR2 and other specialized moving image cataloging manuals (see bibliography). In particular, these guidelines follow standards outlined in the draft of the 2nd edition of the Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division (MBRS) publication, *Archival Moving Image Materials: A Cataloging Manual* (AMIM) and the Association of Moving Image Archivists (AMIA) response to the draft, in the *AMIA Comments on LC AMIM Draft Revision*. Unresolved conflicts remain between these documents. The guidelines incorporate information from each of these sources.

Standard subject headings can be selected from the *Library of Congress Subject Headings* (LCSH), the *Thesaurus for Graphic Materials* (TGM), the *Art and Architecture Thesaurus* (AAT), and the *Defense Technical Information Center Thesaurus.* Names indexed as main or added entries match the Library of Congress Name Authority File (NAF) or are used with records that have no conflict with headings in the NAF at the time of creation.

During DVL moving image cataloging, the Library of Congress Name Authority Files (NAF) were not available online, so it was not possible to search for authority records documenting subject headings or proper names used as access points in the bibliographic records. Instead, catalog records use access points based on searching established headings in recent Library of Congress bibliographic records. As a follow-up to this procedure, subject headings were also checked using a recent publication of LCSH. The Library of Congress anticipated that there would be online searching of authority records by the end of 2000, but at the time of this writing, an online authority database remains unavailable.

For further cataloging questions about generic cataloging practices, refer to AACR2 and MARC21.

MARC Cataloging and Format of Metadata Guidelines

The guidelines are organized according to MARC field sequence. It includes information about MARC field usage, subfields, and indicators, as well as cataloging examples.

Fields are represented in MARC by a 3-digit number, or tag. Fields are input in numeric tag order.[3] **Indicators** are expressed in 2 character positions, following each tag. At times, one or both of the indicator positions has not been defined in MARC, and is left

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[3] Inputting according to numeric order follows practice established in the CONSER Cataloging Manual, Module 31, Remote Access Computer File Serials, Part 2, section 31.15 as well as other guidelines that no longer strictly adhere to AACR2 field order.

blank. In other cases, the indicators contain numerical codes or a blank. Some indicators represent **display constants,** which provide system generated terms or phrases at the beginning of the field. Fields also contain one or more **subfields** that are coded with letters of the alphabet or numbers.

MARC records also contain coded information that enables automated catalog systems in searching and retrieval. This includes the **leader** (a 24 character position field with coded information about the bibliographic record); **directory** (an automated description of the tags and number of characters within a record); and **fixed field codes** (including the 006, 007, and 008 fields).

Fixed fields are limited in length and contain codes, but do not contain indicators or subfields. The number of character positions for each fixed field is established, with each position representing a data element. The *Metadata Guidelines* highlight standard codes anticipated for regular use in moving image cataloging. Options identified for each character position are listed in alphabetical or numerical order following the position entry. Additional coding options are documented in MARC21.

Cataloging **examples** are presented in plain text and in coded MARC format if they are not composed solely of codes. Whenever possible, examples are drawn from DVL catalog records. When there is no example of field use within DVL, examples have either been taken from MBRS records or devised.

All of the fields, subfields, and codes that are available in MARC are not listed in these guidelines. An explanation of the use of the fields, indicators, subfields, and fixed fields can be found in published MARC documentation; these guidelines highlight standard coding practice anticipated for use in DVL moving image cataloging. Other options identified within MARC may be applicable to future DVL cataloging and description.

Technical metadata

MARC has been selected as the best resource discovery tool for populating the DVL. It was implemented at the inception of the project. Although it accommodates bibliographic description, it is not capable of providing the necessary shell to contain all technical metadata related to the digital object.[4] Instructions in use of MARC fields that are appropriate for technical metadata related to long-term digital preservation are included in these guidelines (these fields include but are not limited to the 533, 583 and 856).

During this component of the project, an effort was made to identify essential technical metadata and map it to the MARC format so that all metadata could reside in a single system.[5] However, it appears that the MARC format as it stands in 2001 is not sufficient to accommodate the extensive metadata required for management of digital materials.

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[4] The term technical metadata is used in these guidelines to describe administrative, structural and preservation metadata.
[5] "Technical Metadata Essential to Preservation and Management of Digital Material" was included in the 10/11/2000 version of these guidelines.

DVL project managers expect to use another system to manage technical metadata that does not fit within the traditional MARC structure. It is anticipated that these data elements can be accommodated with the addition of an Extensible Markup Language (XML) Document Type Definition (DTD) that is specific to technical metadata. Exploration of digital long-term preservation has led the DVL to create preliminary guidelines identifying "Technical Metadata for the Long-Term Management of Digital Materials."[6] In cases where identified metadata is appropriate to both the MARC format and the technical metadata aspect, there may be some degree of redundancy. As systems or tools that manage technical metadata are developed, practice regarding maintenance of technical metadata will change.

Collections and items

In most cases, information is provided for item-level cataloging instead of collection-level cataloging. DVL moving image cataloging has followed cataloging practices established for sound recordings and photographs, which also focus on the item. Some fields described in the guidelines are only used in collection-level cataloging. In these cases, the field description indicates that the tag applies only to collection-level records.

Acknowledgements

DVL project officers were major contributors to the content and organization of the *Metadata Guidelines*.

The guidelines use formatting, structure and terminology from AACR2, MARC21 and Library of Congress Prints and Photographs Division in-house data dictionaries. Other sources include: *Archival Moving Image Materials: A Cataloging Manual, The Moving Image Genre-Form Guide,* and *AMIA Comments on LC AMIM Draft Revision.*

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[6] Technical metadata documentation is no longer contained with the *Metadata Guidelines.* The "Technical Metadata for the Long-Term Management of Digital Materials: Preliminary Guidelines" will be available in the near future on the Project Notes page of the DVL web site at http://dvl.dtic.mil.

MARC FIELD GUIDELINES

LEADER

MARC Tag (Field Name):

Leader

MARC	Definition (OCLC code)	Codes	Descriptions
/00-/04	Logical record length		5 character number recording the length of the record, generally system-supplied
/05	Record Status (RecStat:)	n	New
		c	Corrected, revised
/06	Type of record (Type:)	g	Projected medium
		m	Computer file
/07	Bibliographic level (Blvl:)	m	Monograph/item
/08	Type of control (Ctrl:)	/	Blank, no specified type
/09	Character coding scheme	/	Blank, MARC-8
/10	Indicator count	2	Number of positions used for indicators
/11	Subfield code count	2	Number of positions used for subfields
/12-/16	Base address of data		5 character number recording the location of the first variable control field in the record, generally system-supplied
/17	Encoding level (Elvl:)	7	Minimal level
/18	Descriptive cataloging form (Desc:)	a	AACR2
/19	Linked record requirement	/	Blank
/20	Length of the length of field	4	
/21	Length of the starting character position	5	
/22	Length of the implementation defined portion	0	
/23	Undefined	0	Undefined

Indicators:

Indicator codes and subfield codes are not defined for this field. Data elements are defined by their position.

Leader

Position/Spacing:

This field does not end with a mark of punctuation.

Default values:

Note that fixed field character positions begin with position zero (0), not one (1). Most of the characters in this field are system generated and can be defaulted into the record. The code in position /07 may vary from record to record in future implementations. For the DVL, the /07 position has been defaulted to m (monograph/item). This may change in future cataloging to represent subunits, collections, and monographic component part (codes d, c and a) as necessary.

Data Conventions/Comments:

The leader field is a fixed-length field of 24 characters that defines the parameters of the bibliographic record.

Examples:

Note: Plain text examples not provided for coded fields.

LEADER: 00000ngm//22000007a/4500

001
CONTROL NUMBER

MARC Tag (Field Name):

001   Control number   System-generated control number

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains a unique control number (usually system-generated). The prefix "DTIC" is being used at the start of all DVL control numbers. A six-digit control number is being created with the use of leading zeros when generating the number. The DVL will not add a suffix code to identify specific collections in this field (for example, adding "/CM" to represent the Carnegie-Mellon collection), but may choose to add a project code to the 985 field in the future.

Examples:

DTIC-000001

001   DTIC-000001

005
DATE AND TIME OF LATEST TRANSACTION

MARC Tag (Field Name):

005   Date and time of latest transaction

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This is a field generated by the system at the moment of the latest record transaction. The field specifies the date and time that the record was most recently revised, according to the pattern yyyymmdd (4 positions for year, 2 for month, 2 for day) and hhmmss.f (2 positions for hour, 2 for minute, 2 for seconds, and 2 for fractions of a second, including the decimal point).

Examples:

Note: Plain text examples not provided for coded fields.

005 // 19990717101010.0
Represents: July 17, 1999, 10:10:10 p.m.

006
**FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL
CHARACTERISTICS**

MARC Tag (Field Name):

006   Fixed-length data elements—Additional material characteristics

**Coding for the /00 position for <u>computer files</u> is 'm.' This is an 18-character position
field.**

MARC	Definition (OCLC codes)	Codes	Descriptions
/00	Form of material	m	Computer file
/01-/04	Undefined	/	Blank
/05	Target audience	/	Blank; not specified
/06-/08	Undefined	/	Blank
/09	Type of computer file	c	Representational
		h	Sounds
/10	Undefined	/	Blank
/11	Government publication	/	Blank, not a gov. pub.
		f	Federal/national
		u	Unknown
		z	Other
		|	No attempt to code
/12-/17	Undefined	/	Blank

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 006
field is a fixed-length field that describes characteristics of additional materials. Types of
material are represented by codes. These codes correspond to the /18-/34 positions in the

008 field. This field can be used to record electronic aspects for items that are not coded in the Leader /06 as computer files.

Examples:

Note: Plain text examples not provided for coded fields.

006 m//////c/f//////
Represents: computer file, representational, federal government publication

007
PHYSICAL DESCRIPTION FIXED FIELD

MARC Tag (Field Name):

007   Physical description fixed field

Note: This field includes coding information for videorecordings, motion pictures, and computer files. Coding for each format is listed in the three separate charts that follow.

Coding for the /00 position for <u>videorecordings</u> is 'v.' This is a 9-character position field.

MARC	Definition (OCLC codes)	Codes	Descriptions
/00	Category of material (COM:)	v	Videorecording
		d	Videodisc
/01	Specific material designation (SMD:)	f	Videocassette
		d	Videodisc
/02	Undefined (OR:)	/	Blank
/03	Color (CL:)	b	Black-and-white
		c	Multicolored
/04	Videorecording format (VF:)	b	VHS
		g	Laser optical videodisc
		k	Super-VHS
		p	8 mm.
/05	Sound on medium (SEP:)	a	Sound on medium
		/	No sound
/06	Medium for sound (MDS:)	h	Videotape
		i	Videodisc
		/	No sound
/07	Dimensions (WD:)	o	½ in.
		r	¾ in.
		u	Unknown
		z	Other
/08	Configuration of playback channels (CONF:)	m	Monaural
		q	Quadraphonic (Dolby)
		s	Stereophonic

Use | (pipe) for codes /01 through /08 to indicate that no attempt was made to code the position/s.

Coding for the /00 position for <u>motion pictures</u> is 'm.' This is a 23-character position field.

MARC	Definition (OCLC codes)	Codes	Descriptions
/00	Category of material (COM:)	m	Motion picture
/01	Specific material designation (SMD:)	r	Film reel
/02	Undefined (OR:)	/	Blank
/03	Color (CL:)	b	Black-and-white
		c	Multicolored
/04	Motion picture format (PR:)	a	Standard sound aperture
		b	Nonanamorphic (wide-screen)
		d	Anamorphic (wide-screen)
/05	Sound on medium (SEP:)	a	Sound on medium
		/	No sound
/06	Medium for sound (MDS:)	a	Optical sound track on motion picture film
		b	Magnetic sound track on motion picture film
		/	No sound
/07	Dimensions (WD:)	a	Standard 8 mm.
		b	Super 8 mm.
		f	35 mm.
		g	70 mm.
		u	Unknown
/08	Configuration of playback channels (CONF:)	m	Monaural
		q	Quadraphonic (Dolby)
		s	Stereophonic
/09	Production elements (PRE:)	n	Not applicable (item not a production element)
/10	Pos./neg. aspect (+/-:)	a	Positive
/11	Generation (GEN:)	r	Reference print
/12	Base of film (BSE:)	a	Safety base, undetermined
/13	Refined categories of color (RCL:)	/	Blank
/14	Kind of color stock (KND:)	/	Blank
/15	Deterioration stage (DET:)	/	Blank
/16	Completeness (COM:)	/	Blank
/17-/22	Film inspection date (INSDATE:)	/	Blank

Use | (pipe) for codes /01 through /22 to indicate that no attempt was made to code the position/s.

Coding for the /00 position for <u>computer files</u> is 'c.' This is a 14-character position field. See MARC 21 for additional options.

MARC	Definition (OCLC codes)	Codes	Descriptions
/00	Category of material (COM:)	c	Computer file
/01	Specific material designation (SMD:)	o	Optical disc
		r	Remote
		u	Unspecified
/02	Undefined	/	Blank
/03	Color (CL:)	b	Black-and-white
		c	Multicolored
/04	Dimensions (DIM:)		See MARC 21 for options
		n	N/A
/05	Sound (SND:)	/	No sound (silent); blank
		a	Sound
		u	Unknown
/06-/08	Image bit depth (IMBD:)	001-999	Exact bit depth
/09	File formats (NFF:)	a	One file format
		m	Multiple file formats
/10	Quality assurance targets (QAT:)	a	Absent
		n	Not applicable
		p	Present
/11	Antecedent/source (SRC:)	a	File reproduced from original
		c	File reproduced from computer file
		d	File reproduced from an intermediate (not microform)
/12	Level of compression (COMP:)	a	Uncompressed
		b	Lossless
		d	Lossy
		m	Mixed
/13	Reformatting quality (REFQ:)	a	Access
		p	Preservation
		u	Unknown

Use | (pipe) for codes /01 through /13 to indicate that no attempt was made to code the position/s.

<u>Indicators:</u>

Indicator codes and subfield codes are not defined for this field.

<center>007</center>

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 007 field is a physical description field. Types of materials are represented by codes. Use | (pipe) to indicate that no attempt was made to code any position after the /00. Another option is to code 'zm' in the 007/00-/01 to indicate that the field is unspecified.

Code /12, level of compression is non-reversible and lossy (code d) for video materials.

This is a repeatable field that could be used in the DVL to code different physical formats represented by the bibliographical records, so that the same record could convey information about both the original material (i.e. videorecording) and the digital representation. To date, bibliographic records have not included the addition of the 007c to represent computer files.

Examples:

Note: Plain text examples not provided for coded fields.

007 vd/cgaiz|
Represents: videorecording, videodisc, color, laser optical videodisc, sound on medium, sound on videodisc, other dimensions, configuration of playback channels not coded. This is the appropriate coding for a DVD.

007 vf/cbahrq
Represents: videorecording, videocassette, color, VHS, sound on medium, videotape for sound, ¾ in., Dolby

007 mrcaa|fsnara//////////
Represents: motion picture, film reel, color, standard sound aperture, sound on medium, no attempt to code medium for sound, 35 mm., stereophonic, not a production element, positive, reference print, safety base

007 co/c|a999mpdma
Represents: computer file, optical disc, color, no attempt to code dimensions, sound, 999 image bit depth value, multiple file formats, quality assurance targets present, file reproduced from an intermediate (not microform), mixed compression level, access reformatting quality

008
FIXED LENGTH DATA ELEMENTS

MARC Tag (Field Name):

008   Fixed length data elements

Coding for <u>moving image</u> materials.

MARC	Definitions (OCLC codes)	Codes	Descriptions
/00-/05	Date entered on file (Entrd:)		System-generated
/06	Type of date (Dtst:)	s	Single date
		e	Detailed date
		q	Questionable date
		n	Unknown date
		i	Inclusive dates (collections only)
/07-/10	Date 1 (Dates:)		4-digit date
/11-/14	Date 2		4-digit date
/15-/17	Place of production (Ctry:)	xxu	United States
		xx/	Unknown
		For other countries, see code list.	
/18-/20	Running time (Time:)	---	Unknown
		000	Exceeds 3 characters
		001-999	Running time
/21	Undefined		
/22	Target audience (Audn:)	/	Not specified; blank.
/23-/27	Undefined		
/28	Government pub. (GPub:)	/	Not a gov't pub.; blank.
		f	Federal/national
		u	Unknown
		z	Other
/29	Form of item	/	None of the following
		s	Electronic
/30-32	Undefined	/	
/33	Type of visual mat. (TMat:)	m	Motion picture
		v	Videorecording
/34	Technique (Tech:)	a	Animation
		c	Animation and live action
		l	Live action
		u	Unknown
/35-/37	Language (Lang:)	///	No language; blank.
		eng	English
		und	Undetermined
		For other languages, see code list.	
/38	Modified record (Rec:)	/	Not modified; blank.
/39	Cataloging source (Srce:)	d	Other

Use | (pipe) for codes /18 through /39 to indicate that no attempt was made to code the position/s.

008

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are system-generated and can be defaulted into the record.

Data Conventions/Comments:

The 008 field contains coded information about the nature of the record and its special aspects. **This field is not repeatable.** Types of materials are represented by codes. The format for coding moving images is provided here. This field describes properties of the primary material being described; the 006 field can be used in addition to the 008 to represent characteristics of additional materials, including multiple formats. For example, the 008 has been used with moving image codes, while the 006 could be implemented to describe properties related to digital moving image material.

Note that fixed field character positions begin with position zero (0), not one (1). This field contains 40 characters.

Refer to the MARC21 code list at http://lcweb.loc.gov/marc for additional country codes to enter in /15-17 or additional language codes to enter in /35-37.

Examples:

Note: Plain text examples not provided for coded fields.

008 990606e19911011xxu012///f////vleng/d
Represents: record created 6 June 1999, exact date of item 11 October 1991, U.S. production, 12 minutes running time, target audience not specified, federal government publication, videorecording, live action, English language, other cataloging source

010
LIBRARY OF CONGRESS CONTROL NUMBER

MARC Tag (Field Name):

010   LC control number   a   LCCN

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation. Information is separated with a slash. Prefixes are entered in lowercase, while suffixes are entered in uppercase.

Data Conventions/Comments:

This field is exclusively for use with published materials when the Library of Congress has assigned a unique number for the item. Information in this field is taken from the 001 field of the LC bibliographic record, and is used to refer to the original source of cataloging information in copy cataloging.

Examples:

99-469294

010 // Øa99-469294

024
OTHER STANDARD IDENTIFIER

MARC Tag (Field Name):

024	Other standard identifier	a	Number or code
		d	Additional codes
		z	Invalid numbers

Indicators: First   Type of number or code   1   Universal Product Code

       Second   Difference indicator   Blank   No information provided

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is exclusively for use with published materials when a standardized identification number is available. The Universal Product Code (UPC) is a 12-digit code.

Examples:

251518851012

024 1/ Øa251518851012
Represents: UPC code

028
PUBLISHER NUMBER

MARC Tag (Field Name):

028	Publisher number	a	Publisher number
		b	Source

Indicators:	First	Type of number	4	Videorecording number
			5	Other publisher number
	Second	Note/added entry	0	No note, no added entry

Punctuation/Spacing:

This field does not end with a mark of punctuation. Transcribe publisher numbers as they appear, including all spaces, hyphens, and other punctuation marks. Separate the first and last numbers of a sequence with a dash.

Data Conventions/Comments:

This field is exclusively for use with published materials when a publisher number is available. This field is repeatable for multiple numbers.

Examples:

QC-9876 Very Good Video

028 40 ØaQC9876ØbVery Good Video
Data in this example is fabricated.

033
DATE/TIME AND PLACE OF AN EVENT

MARC Tag (Field Name):

033   Date/time and place of event   a   Formatted date/time

Indicators: First   Type of date   Blank   No date information
                                             0   Single date
                                             1   Multiple single dates
                                             2   Range of dates

              Second   Type of event   Blank   No information provided
                                             0   Capture
                                             1   Broadcast
                                             2   Finding

Punctuation/Spacing:

Use a hyphen for any unknown digits in the first eight characters of the coded string. This
field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains coded information about the date and time of the event, formatted as
yyyymmddhhmm+/-hhmm (representing Time Differential Factor information). The first
eight character positions yyyymmdd (4 positions for year, 2 for month and 2 for day) are
mandatory if this field is used to convey date and time information. The next 9 character
positions represent time (as hour and minute) and Time Differential Factor information.
These positions are not anticipated to be necessary in DVL cataloging. Use of this field
has not been implemented in the DVL to date.

Coded information used in this field is also entered as a note in the 518 field (Date/time
and place of event).

Examples:

1945----

19900228

033 0/ Øa1945----

033 0/ Øa19900228

035
SYSTEM CONTROL NUMBER

<u>MARC Tag (Field Name):</u>

035   System control number   a   Number

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

This field does not have an ending mark of punctuation unless one is present as part of the data.

<u>Data Conventions/Comments:</u>

The field contains the identification number designed by DTIC for the DVL. DVL moving image control numbers begin with the prefix 'MI.' This identification number also serves as the Handle for the digital object and is used as the Uniform Resource Identifier (in field 856, subfield u).

<u>Examples:</u>

MI1

MIFEM04

035 // ØaMI1

035 // ØaMIFEM04

037
SOURCE OF ACQUISITION (ORDER NUMBER)

MARC Tag (Field Name):

037	Source of acquisition	a	Stock number
		b	Source of number
		c	Terms of availability

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not have an ending mark of punctuation unless one is present as part of the data.

Data Conventions/Comments:

This field contains acquisition information for ordering copies of motion pictures or videorecordings. It includes the order number (or other identifying number), source information, and a description of the type of reproduction available or its price. This field records identification numbers that specifically relate to the reproduction copy, not necessarily to the original version of the moving image.

Subfield b contains the code defining the source of the reproduction number. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at http://lcweb.loc.gov/marc/organizations/. The organizational code for DTIC is **ViFbDTIC**.

DTIC policy is to input all DTIC ADA numbers in the 037 field without any punctuation, including the use of hyphens and spaces.

Examples:

ADM000850 ViFbDTIC (VHS)

037 // ØaADM000850ØbViFbDTICØc(VHS)

040
CATALOGING SOURCE

MARC Tag (Field Name):

040	Cataloging source	a	Original agency
		d	Modifying agency
		e	Description conventions

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is exclusively for use with published materials when a cataloging record is being copied. Since the DVL has not had occasion to implement copy cataloging, this field has not been used to date. It contains the code defining the cataloging source that created the original record. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at http://lcweb.loc.gov/marc/organizations/.

The organizational code of DTIC is **ViFbDTIC.**

The field also contains information about the descriptive conventions used in cataloging. For example, the subfield e code representing *Graphic Materials* is gihc, and the code for *Archives, Personal Papers and Manuscripts* is appm.

Examples:

DLC ViFbDTIC gihc

040 // ØaDLCØdViFbDTICØegihc
Represents: cataloging produced and input by the Library of Congress, modified by DTIC, using Graphic Materials conventions

082
DEWEY DECIMAL CALL NUMBER

<u>MARC Tag (Field Name):</u>

082	Dewey Decimal Call No.	a	Classification no.
		b	Item no.

<u>Indicators:</u> <u>First</u> Type of edition 0 Full
                                         1 Abridged

                    <u>Second</u> Source of call no. Blank No information provided
                                                        0 Assigned by LC
                                                        4 Assigned by agency other than LC

<u>Punctuation/Spacing:</u>

This field does not end with a mark of punctuation.

<u>Data Conventions/Comments:</u>

This field is for use with items that have a Dewey Decimal call number assigned to them either by the Library of Congress or other agencies. The DVL has not had occasion to input Dewey Decimal number information to date

<u>Examples:</u>

333.7

082 10 Øa333.7

099
CALL NUMBER

MARC Tag (Field Name):

099   Local Call Number   a   Local call no.

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains the identification number supplied by the holding institution as the call number. This identification number is the number that the holding institution associates with the film or videotape. A local call number is not required when describing computer files.

Examples:

BOR14

AD-M000 850

099 // ØaBOR14

099 // ØaAD-M000 850

100
MAIN ENTRY: PERSONAL NAME

<u>MARC Tag (Field Name):</u>

100	Main Entry: Personal Name		a	Personal name
			b	Numeration
			c	Titles
			q	Fuller form of name
			d	Dates
			e	Relator term

<u>Indicators:</u>	<u>First</u>	Type of name	0	Forename
			1	Surname
			3	Family name
	<u>Second</u>	Undefined	Blank	

Note: Use the first indicator 0 (forename) for names to be formatted in direct order. Use the first indicator 1 (surname) for names to be formatted in inverted order, or names without a forename. Use the first indicator 1 (family name) for names that refer to a group.

<u>Punctuation/Spacing:</u>

Headings are entered exactly as they appear in the name authority file. If the heading contains initials, there is a space entered between them (e.g., Marsh, A. B., and not Marsh, A.B.). This field ends with a period or other mark of punctuation. If an open life date is used in the record, do not use a comma before entering the relator term and do not end with a period.

<u>Data Conventions/Comments:</u>

This field contains the name of the person responsible for the intellectual/artistic content of the material. If more than one individual is responsible, use this field for the person with primary responsibility and use an Added Entry (7xx) to list other responsible parties. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. A relator term can be added to designate the person's role in creation.

Relator terms that may be used in the DVL include the following: anchor, animation, camera, cast, choreography, direction, editing, filmmaker, guest, host, music, narration, performer, production, production design, reporter, research, sound, special effects, voice, and writing. See definitions provided for each relator term in the AMIA AMIM

Draft Revision, section CAP.0D1. Do not add a relator term if the role in creation is unclear.[7]

There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. Other responsible agents can be included in the Added Entry fields (7xx). If the main entry name is not found in NAF, based on information available it can either be included in this field or recorded in a general note. Most moving images in the DVL are anticipated to have main entry under title rather than under a 1xx name.

Examples:

Soderbergh, Steven, 1963-

McCullough, Andrew, direction.

100 10 ØaSoderbergh, Steven,Ød1963-

100 10 ØaMcCullough, Andrew,Øedirection.

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[7] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like drt (director), nrt (narrator), and flm (film editor). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

110
MAIN ENTRY: CORPORATE NAME

MARC Tag (Field Name):

110	Main Entry: Corporate Name	a	Corporate name
		b	Subordinate units
		e	Relator term

Indicators:	First	Type of name	0	Inverted name
			1	Jurisdiction name
			2	Name in direct order
	Second	Undefined	Blank	

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. If the heading
contains initials, there is no space entered between them (e.g., W.B. Smith and Co., and
not W. B. Smith and Co.). This field ends with a period or other mark of punctuation.

Data Conventions/Comments:

This field contains the name of the corporate body chiefly responsible for the intellectual
content of the material. If more than one creator is responsible, use this field for the
corporate body with primary responsibility and use an Added Entry (7xx) to list other
responsible parties. Search the Library of Congress Name Authority File (NAF) for the
proper form of this name, and enter the name exactly as it appears. A relator term can be
added to designate the corporate role in creation.

Relator terms for groups that may be used in the DVL include the following: animation,
camera, cast, choreography, direction, editing, filmmaker, music, production, production
design, research, sound, special effects, and writing. See definitions provided for each
relator term in the AMIA AMIM Draft Revision, section CAP.0D1. Do not add a relator
term if the role in creation is unclear.[8]

There is only one main entry field used in each record, so a determination must be made
about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting

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[8] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option
is to use subfield 4 with relator codes like drt (director), nrt (narrator), and flm (film editor). A code list of
relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

Name. If the main entry name is not found in NAF, based on the information available it can either be included in this field or recorded in the general note.

For names not found in NAF, which do not conflict with NAF files, the name of the corporate body can be entered here or recorded in a note field. Most moving images in the DVL are anticipated to have main entry under title rather than under a 1xx name.

Examples:

The guidelines for this field do not currently include any examples.

111
MAIN ENTRY: MEETING NAME

<u>MARC Tag (Field Name):</u>

111	Main Entry: Meeting Name	a	Meeting name
		n	Number of meeting
		d	Date of meeting
		c	Location of meeting
		e	Subordinate unit

<u>Indicators:</u>	<u>First</u>	Type of name	0	Inverted name
			1	Jurisdiction name
			2	Name in direct order
	<u>Second</u>	Undefined	Blank	

<u>Punctuation/Spacing:</u>

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

<u>Data Conventions/Comments:</u>

This field contains the name of the meeting chiefly responsible for the moving image. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. Other responsible agents can be included in the Added Entry fields (7xx). Most moving images in the DVL are anticipated to have main entry under title rather than under a 1xx name.

<u>Examples:</u>

World's Columbian Exposition (1893 : Chicago, Ill.)

111 2/ ØaWorld's Columbian Exposition Ød(1893 :ØcChicago, Ill.)

130
MAIN ENTRY: UNIFORM TITLE

MARC Tag (Field Name):

130   Main Entry: Uniform Title   a   Uniform title

Indicators: First   Nonfiling characters   0-9

                       Second   Undefined   Blank

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

Data Conventions/Comments: for anonymous works

This field contains a uniform title used as a main entry. Examples of the use of this field are for names of radio or television programs, motion pictures, videorecordings, treaties and intergovernmental agreements as well as serial titles.

Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry.

Examples:

Three little pigs.

130 0/ ØaThree little pigs.

240
UNIFORM TITLE

MARC Tag (Field Name):

240   Uniform title   a   Uniform title

Indicators: First   Not printed or displayed   0

                     Second   Nonfiling characters   0-9

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field does not end with a mark of punctuation unless one appears as part of the title, or it is required to end an abbreviation or initial.

Data Conventions/Comments:

This field is only used when there is also a 1xx main entry field. Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry (1XX). This field is used in addition to the 245 (Title) field, not instead of it.

A work that has appeared with various titles can be explained with the addition of a uniform title along with the title in the 245. Uniform titles can be found by searching the Library of Congress Name Authority File (NAF) for the proper form of the title, and entering the title exactly as it appears. This field will not commonly be used to catalog moving images in the DVL.

Examples:

The guidelines for this field do not currently include any examples.

245
TITLE

MARC Tag (Field Name):

245	Title	a	Title
		b	Remainder of title
		c	Remainder of transcription
		h	Medium
		n	Number of part
		p	Name of part

Indicators: First   No main entry (1xx)   0
                                Main entry (1xx)   1

                   Second   Nonfiling characters   0-9

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field ends with a period. Enclose devised titles in brackets. Precede other title information with 'space, colon, space.' Precede the statement of responsibility with a 'space, slash, space.' Precede each statement of responsibility with a space, semicolon, space. The general material designation (GMD) is enclosed in brackets.

Generally, a comma or dashes can be substituted for other forms of punctuation (like a colon, slash, or equal sign) that appear in the title proper. Replace ellipsis or brackets with a dash or parentheses.

The field begins with subfields a (then subfield p if used) and h, followed by the subfields b, c, and n when used.

Data Conventions/Comments:

This field contains title information. Titles are to be based on the original title listed on the moving image material (on the film or tape itself or on associated material like the tape box, film reel or associated labels) and transcribed as found. Title information should be taken from the primary source of information. For moving image materials, the chief source of information is the item itself (i.e. frames, leader), or accompanying materials like containers and labels.

245

Bracketed information can be added to transcribed titles to clarify information or record inaccuracies. Misspelled words can be followed by [sic] or by the abbreviation "i.e." followed by a clarification (for example, "USAFHRA [i.e. United States Air Force Historical Research Agency]"). Abbreviated words in a transcribed title that are readily apparent need not be clarified by a bracketed clarification (for example, use of bldg. to represent building).

The cataloger creates devised titles if no title appears on any primary documentation. The cataloger may choose to use information from secondary sources like reference books in devising a title when the primary documentation available is too scant to be useful or cannot be interpreted, or the cataloger can describe the content of the moving image. Patterns for devising titles may be created on a project-by-project basis. Enter all devised titles in brackets. When devising a title, it may not be necessary to also create a summary note (520); instead the title usually can contain the same information that would be placed in the summary note. Be as descriptive as possible when devising titles.

Information about responsible agents can be transcribed as found in the subfield Øc (Remainder of transcription). Generally, if the production company is identified, list that first. Responsible agents include production companies, sponsors, directors, producers, writers, and animators. If the area of responsibility is known, but is not on the primary source of information, the descriptive phrase can be included in brackets (for example, using [sponsor] prior to naming the sponsoring agent. Optionally, add "[production company unknown]" if that information is desired to clarify the roles of responsible agents.

Select either the general material designation (GMD) term videorecording or motion picture to represent moving image materials, and enclose it in brackets. The AMIA suggests that the use of the GMD be curtailed since rules call for describing video and film copies on the same record. In addition, there can be confusion over use of the term 'motion picture' to represent television programs on film. DVL records include the use of the GMD '[videorecording]' in subfield h. This use can be evaluated as records for various formats are intermingled and displayed together.[9]

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[9] During the DVL audio portion of the pilot project, sample records were also prepared using the general material designation [computer file]. There is interest at DTIC in revising these standardized terms (see AACR2, rule 1.1C1), and entering other terminology to represent newer formats (like [digital sound file]) instead**.**

Examples:

See section on use of the 246 field for additional title examples drawn from MBRS, LC.

Abang Ramadan and the Malaysian elephant satellite project [videorecording] / Smithsonian Institution, National Zoo.

Virtual surgery [videorecording].

The Adventures of the disaster dudes [videorecording] / Federal Emergency Management Agency.

Debriefing unsuccessful offerors [videorecording] : a practical alternative to those nasty "You lost, they won, that's it, goodbye" debriefings / produced by U.S. Army Material Command.

A Stitch in time [videorecording] : the apparel supervisor's guide to ergonomics/ produced by the Defense Logistics Agency and Georgia Tech Telephoto.

A Stitch in time. Ergonomics [videorecording] : the apparel supervisor's guide to ergonomics/ produced by the Defense Logistics Agency and Georgia Tech Telephoto.

Demand, energy and power factor [videorecording] / produced through Energy System Laboratory Mechanical Engineering Department, Texas A&M University ; produced by VideoRex, Bryan, Texas.

[Unidentified Duckworth. No. 1, Comedy with magic tricks] / [production company unknown]. *LC MBRS example*

245 00 ØaAbang Ramadan and the Malaysian elephant satellite projectØh[videorecording]/ØcSmithsonian Institution, National Zoo.

245 00 ØaVirtual surgeryØh[videorecording].

245 04 ØaThe Adventures of the disaster dudesØh[videorecording] /ØcFederal Emergency Management Agency.

245 00 ØaDebriefing unsuccessful offerorsØh[videorecording] :Øba practical alternative to those nasty "You lost, they won, that's it, goodbye" debriefings /Øcproduced by U.S. Army Material Command.

245 02 ØaA Stitch in timeØh[videorecording] :Øbthe apparel supervisor's guide to ergonomics/ Øcproduced by the Defense Logistics Agency and Georgia Tech Telephoto.

245 02 ØaA Stitch in timeØpErgonomicsØh[videorecording] :Øbthe apparel supervisor's guide to ergonomics/ Øcproduced by the Defense Logistics Agency and Georgia Tech Telephoto.

245 00 ØaDemand, energy and power factorØh[videorecording] /Øcproduced through Energy System Laboratory Mechanical Engineering Department, Texas A&M University ; produced by VideoRex, Bryan, Texas.

245 00 Øa[Unidentified Duckworth.ØbNo. 1,ØpComedy with magic tricks] /Øc[production company unknown]. *LC MBRS example*

246
VARIANT TITLE

<u>MARC Tag (Field Name):</u>

246	Variant title	a	Title
		b	Remainder of title
		i	Display text

<u>Indicators:</u>   <u>First</u>   No note, added entry   3

    <u>Second</u>   Type of title   Blank   None specified

<u>Punctuation/Spacing:</u>

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

<u>Data Conventions/Comments:</u>

This field contains varying or alternative forms of the title that appear on the material. It is a repeatable field. Use this field in addition to the title (in the 245 field) only if it adds to the identification of the item beyond the title. This field will not commonly be used to catalog moving images in the DVL.

The second indicator in this field can contain codes ranging from 0 through 8, which represent the type of varying title being identified. See MARC21 for a complete list of these options. To record other title variations, begin the field with the subfield i (Display text). This subfield contains a description of the source of the title when 2nd indicator descriptions are not appropriate. When used, subfield i precedes subfield a.

Examples:

Virtual otoscopy [videorecording] : a flythrough of the temporal bone / prepared for the U.S. Army Medical Research and Material Command.
Virtual inner ear endoscopy

Virtual reality medical visualization research demonstrations 96 [videorecording] / High Techsplanations, Inc., Rockville, Md.
HT medical research activities '96

245 00 ØaVirtual otoscopy Øh[videorecording] :Øba flythrough of the temporal bone / Øcprepared for the U.S. Army Medical Research and Material Command.
246 3/ ØaVirtual inner ear endoscopy

245 00 ØaVirtual reality medical visualization research demonstrations 96Øh [videorecording] /ØcHigh Techsplanations, Inc., Rockville, Md.
246 3/ ØaHT medical research activities '96

Two Examples from LC MBRS Division:

Pret-a-porter—ready to wear / Miramax Film International, Pret Productions ; directed and produced by Robert Altman ; written by Robert Altman & Barbara Shulgasser.
diacritical marks not included
Ready to wear
Pret-a-port
Robert Altman's Ready to wear

Star wars—episode I. The phantom menace / a Lucasfilm Ltd. Production ; directed and written by George Lucas ; produced by Rick McCallum.
Phantom menace
Working title: Star wars: Episode I

245 10 ØaPret-a-porter—ready to wear /ØcMiramax Film International, Pret Productions ; directed and produced by Robert Altman ; written by Robert Altman & Barbara Shulgasser. *diacritical marks not included*
246 31 ØaReady to wear
246 3/ ØaPret-a-port
246 3/ ØaRobert Altman's Ready to wear

245 00 ØaStar wars—episode I.ØpThe phantom menace / Øca Lucasfilm Ltd. Production ; directed and written by George Lucas ; produced by Rick McCallum.
246 3/ ØaPhantom menace
246 1/ ØiWorking title: Star wars: Episode I

250
EDITION STATEMENT

MARC Tag (Field Name):

250   Edition statement   a   Edition statement

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period.

Data Conventions/Comments:

This field is used to record the version of the original material. This field is used for transcribed statements. Edition statements are not anticipated to be incorporated frequently in the DVL. For instances where edition information is devised by the cataloger, use the 562 field.

Examples:

English language subtitled version.

2nd American edition.

250 // ØaEnglish language subtitled version.

250 // Øa2nd American edition.

257
COUNTRY OF PRODUCING ENTITY FOR ARCHIVAL FILMS

MARC Tag (Field Name):

257   Country of producing entity for archival films   a   Country

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period.

Data Conventions/Comments:

This field contains the name or abbreviation of the country where the producers of the film are located. Use 'U.S.' to represent material produced in the United States. If the place is unknown, 'S.l.' (an abbreviation for 'sine loco', Latin for 'without place') can be entered in the subfield. *Names of States: an Authority List of Language Forms for Catalogue Entries* has a standardized list of abbreviations.

Optionally, this field can be omitted from most records created in the United States, and included only in instances where the work was made in another country.

Examples:

U.S.

[S.l.]

257 // ØaU.S.

257 // Øa[S.l.]

260
DATE OF EXECUTION

MARC Tag (Field Name):

260   Publication (date)   a   Place of publication, distribution
                                         b   Publisher, distributor
                                         c   Date of publication, distribution, execution
                                         e   Place of manufacture
                                         f   Manufacturer

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period or other ending mark of punctuation (square bracket or
closing parentheses). Precede the name of the distributor with a 'space, colon, space.'
Precede the date with a comma.

Data Conventions/Comments:

Publication information and information about the date of execution, issue, release, or
production is contained in this field. The primary source to be used is the material itself
or the catalog record. Secondary sources can be used to determine the date if it is not
provided. A general note (field 500) can be used to state source of date if not taken from
the material. Field 518 (date/time and place of event) can be used to record additional
information about a recorded event. Unpublished material uses only the date of
execution field (subfield c). Include month and day when that information is available.
Subfields a, b, e and f are used for publication information.

When there is no information available about the distribution and release of the material,
or if the material is unpublished, include only date information in subfield c. Optionally,
when cataloging published material where no place of publication is listed, enter the
location as: [United States] if probable location; [United States?] if possible location; or
[S.l.] (i.e. sine loco) if location is completely unknown. If the publisher or distributor
name is not known, and the item has been published, enter [s.n.] (i.e. sine nomine).

The name and location of the publisher is entered in subfields a and b. This publisher
information can be followed with the name and location of the distributor, including the
Defense Technical Information Center (also in repeated subfields a and b). If the
publisher is not known, but the distributor is identified, provide only distributor
information. Use the designation [distributor] following the name to qualify the role of
the agency. In selecting the publisher name, the trade name is the most commonly used.
Place and name of the manufacturer is also included in this field, if known.

Some archival and manuscript cataloging records the date in the subfield f of the 245 (title) field. In visual materials cataloging, since a combination of published and unpublished works is included, all dates remain in the 260 field, as was done with the DVL audio materials.

In selecting a date format, choose the date pattern that is most specific to the material being described. Use ca. (i.e. circa) for material estimated to have been created within a decade at either end of the range (for example, ca. 1940 to represent approximately 1930 to 1950). If it is certain that the moving image was made between a span of years, use [between 1941 and 1949]. If the moving image was copyrighted, and the date of copyright is known, enter this date in the 260 field preceded immediately with the letter 'c' (for example, c1910).

Abbreviations for months:
> Jan.
> Feb.
> Mar.
> Apr.
> May
> June
> July
> Aug.
> Sept.
> Oct.
> Nov.
> Dec.

Examples:

1987.

1997 Sept., c1997.

Fort Belvoir, VA. : Defense Technical Information Center [distributor], 1999.

United States : Wood Knapp, 1989.

United States : Eastman Teaching Films, Inc. (Rochester, N.Y.), 1933.

United States : Miramax Films, 1994 ; United States : Miramax Home Entertainment : Buena Vista Home Video, [1995].

260 // Øc1987.

260 // Øc1997 Sept., c1997.

260 // ØaFort Belvoir, VA. :ØbDefense Technical Information Center [distributor],Øc1999.

260 // ØaUnited States :ØbWood Knapp,Øc1989.

260 // ØaUnited States :ØbEastman Teaching Films, Inc. (Rochester, N.Y.),Øc1933.

260 // ØaUnited States :ØbMiramax Films,Øc1994 ;ØaUnited States :ØbMiramax Home Entertainment :ØbBuena Vista Home Video,Øc[1995].

300
PHYSICAL DESCRIPTION

<u>MARC Tag (Field Name):</u>

300	Physical description	a	Extent
		b	Other physical details
		c	Dimensions
		e	Accompanying material

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

This field ends with a period or other ending mark of punctuation (square bracket or closing parentheses). Enclose duration information in parentheses. Precede other physical details with a 'space, colon, space.' Precede dimensions with a 'space, semicolon, space.'

<u>Data Conventions/Comments:</u>

This field provides information about the moving image from which the digital image file was made. Describe the physical properties of the material in the holding institution (the playback method of the 'original' item), which was used to create the electronic file.

Film terms that may be used in the subfield include reel, roll, cassette, cartridge, and loop. Video terms that may be used in the subfield include videoreel, videocassette, videocartridge, and videodisc. In the future, a determination may be made not to include information about dimensions and accompanying material in this field.

Entering specific physical details, like dimension, is not required. This information can be included when it is readily available. If no duration is provided, do not add this information to this field. If duration is stated as an approximation, it can be added to the 300 field preceding the time with 'ca.' (circa).

Examples:

1 videocassette of 1 (7 min.) : sd., col. ; ½ in. viewing copy.

1 videocassette of 1 (5 min.) : si., col. ; ½ in. viewing copy.

1 videocassette of 1 (part 1 of 30 min. videorecording) : sd., col. ; ½ in. viewing.

1 videodisc of 1 (DVD) (75 min.) : sd., col. ; 12 in.

1 reel of 1 (14 min., 07 sec.) : sd., b&w ; 16 mm.

300 // Øa1 videocassette of 1 (7 min.) :Øbsd., col. ;Øc ½ in. viewing copy.

300 // Øa1 videocassette of 1 (5 min.) :Øbsi., col. ;Øc ½ in. viewing copy.

300 // Øa1 videocassette of 1 (part 1 of 30 min. videorecording) :Øbsd., col. ;Øc ½ in. viewing copy.

300 // Øa1 videodisc of 1 (DVD) (75 min.) :Øbsd., col. ;Øc12 in.

300 // Øa1 reel of 1 (14 min., 07 sec.) :Øbsd., b&w ;Øc16 mm.

306
PLAYING TIME

MARC Tag (Field Name):

306   Playing time   a   Duration

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains the coded form of duration or playing time, entered in 6 character
positions as hhmmss (2 character positions for hour, 2 for minutes, and 2 for seconds).
This information also appears in natural language in the 300 (physical description) field.
This field is not repeatable.

This field contains the duration of the entire videorecording, rather than the duration of
the electronic version or segments. If there is more than one playing time, each is coded
in a separate subfield a within the same 306 field. Information about multiple durations
can be recorded with a 500 note. Duration of segments of the video can be included in
the 505 contents note.

Examples:

Note: Plain text examples not provided for coded fields.

306 // Øa002016
Represents: 20 min., 16 sec.

306 // Øa003100Øa003219
Represents: multiple durations of 31 min. and 32 min., 19 sec.

351
ORGANIZATION AND ARRANGEMENT

MARC Tag (Field Name):

351	Organization and arrangement	a	Organization
		b	Arrangement

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. A semi-colon separates the subfield a and subfield b.

Data Conventions/Comments:

This field describes the organization and arrangement of a collection. It is to be used in collection level cataloging only. The organization subfield contains a description of the organization of the material and the arrangement subfield contains terms used to describe the pattern of arrangement (such as alphabetical, chronological, or by country).

Examples:

Organized into the following series: […]; Each arranged chronologically.

This collection is organized into three major parts: works by Mary Marvin Breckinridge Patterson, home movies, and miscellaneous works. Her own films and the home movies are arranged basically in chronological order. The miscellaneous works are divided between those relating to the Patterson family and commercial and educational films. *MBRS LC example*

351 // ØaOrganized into the following series: […];ØbEach arranged chronologically.

351 // ØaThis collection is organized into three major parts: works by Mary Marvin Breckinridge Patterson, home movies, and miscellaneous works. Her own films and the home movies are arranged basically in chronological order. The miscellaneous works are divided between those relating to the Patterson family and commercial and educational films. *MBRS LC example*

351

440
SERIES STATEMENT/ADDED ENTRY (TITLE)

MARC Tag (Field Name):

440	Series/statement/Added entry (Title)	a	Title	
		n	Number or part/section	
		p	Name of part/section	
		v	Volume number	

Indicators: First   Undefined   Blank

                     Second   Nonfiling characters   0-9

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

Data Conventions/Comments:

This field contains a series title as found on the primary source of information itself. It is not anticipated to be used in most instances throughout the DVL. A series statement groups together works that are related by a common factor (like a publisher's series or a collection of works). Use of this field can be paired with the 8XX field, but the 8XX field is not expected to be used as part of the DVL.

Examples:

Great performer's edition.

Civil War video collection.

Screen News Digest.

440 // ØaGreat performer's edition.

440 // ØaCivil War video collection.

440 // ØaScreen News Digest.

440

500
GENERAL NOTE

MARC Tag (Field Name):

500   General note   a   General note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

Notes are used to record such information as the source of the date, title, or responsible agents as well as additional information, which do not clearly fit into other fields but is still useful for documenting the moving image. Use this note field when information does not belong in any other specified fields in these guidelines. Some examples include translations from foreign languages, copyright claimant information, the name of related collections, information about responsible agents, and miscellaneous numbers.

One option for a note is the addition of information about the digital file created. Another option is to record duration information in this field.

Examples:

Title devised by cataloger.

Title from container.

Date based on …

Title and other documentary information from Carnegie-Mellon University Informedia Digital Video Library Project website.

Label on container:

Durations: 20:16; 15:34.

Videorecording not viewed; description from data sheet supplied by Air Force Historical Research Center.

The production of the video was an interim deliverable, not a final report.

Research project staff: R. Kikinis, C. Umans, W. Lorenson, and F.A. Jolesz.

In the original videorecording, the speaker's voice is distorted as a result of gravitational forces.

Part 1 of a five part videorecording.

500 // ØaTitle devised by cataloger.

500 // ØaTitle from container.

500 // ØaDate based on …

500 // ØaTitle and other documentary information from Carnegie-Mellon University Informedia Digital Video Library Project website.

500 // ØaLabel on container:

500 // ØaDurations: 20:16; 15:34.

500 // ØaVideorecording not viewed; description from data sheet supplied by Air Force Historical Research Center.

500 // ØaThe production of the video was an interim deliverable, not a final report.

500 // ØaResearch project staff: R. Kikinis, C. Umans, W. Lorenson, and F.A. Jolesz.

500 // ØaIn the original videorecording, the speaker's voice is distorted as a result of gravitational forces.

500 // ØaPart 1 of a five part videorecording.

501
WITH NOTE

MARC Tag (Field Name):

501   With note   a   With note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. If listing more than one item, use 2 hyphens between 2 spaces (--) between each item. If the note contains a statement of responsibility, precede it with a slash between 2 spaces (/).

Data Conventions/Comments:

Use this note to describe the circumstances when more than one item is contained within a single physical body. When separate moving image works are on the same film reel, strip, or video recording, this note describes the other work. Introductory phrasing options include: With:, On reel with:, Issued with:, and other similar text.

Examples:

With: Look and feel: Haptic interaction for biomedicine (AD-A286 984).

501 // ØaWith: Look and feel: Haptic interaction for biomedicine (AD-A286 984).

505
FORMATTED CONTENTS NOTE

MARC Tag (Field Name):

505   Formatted contents note   a   Note

Indicators: First   Display constant controller   0   Contents
                                                                     1   Incomplete
                                                                     2   Partial
                                                                     8   No display constant

                   Second   Level of content designation   Blank   Basic

Punctuation/Spacing:

This field ends in a period when it contains a complete or partial contents listing. In an incomplete contents listing, the field does not contain a period. Space-dash-dash-space (--) is entered between each listing; a space-slash-space (/) precedes the name of the responsible agent when known.

Data Conventions/Comments:

This field contains the titles of works within the cataloged material. Select performer information can also be added after each description when describing collective footage.

If the duration of a particular piece is included in the information contained with the item, it can be provided in parentheses following each description. No single format is required to record duration. It can appear as '(2:02)' or as '(20 min.)' based on the amount of information available. When possible, enter duration using hours (when applicable), minutes, and seconds in the following formats: (hours:minutes:seconds) and (minutes:seconds).

Examples:

Dance madness / director, Jean Benoit-Levy ; choreography, Leone Mail ; performers, Claude Bessy and Jean Guelis (11 min.) – Tugboat caption / Produced by Transfilm, inc.; created by Picture Press, Inc. (13 min).

Ergonomics – Workstation information – Cumulative trauma disorders – Environment – Training and retraining.

505 0   ØaDance madness / director, Jean Benoit-Levy ; choreography, Leone Mail ; performers, Claude Bessy and Jean Guelis (11 min.) – Tugboat caption / Produced by Transfilm, inc.; created by Picture Press, Inc. (13 min).

505 0   ØaErgonomics – Workstation information – Cumulative trauma disorders – Environment – Training and retraining.

506
RESTRICTIONS ON ACCESS NOTE

<u>MARC Tag (Field Name):</u>

506	Restrictions on access note	a	Terms governing access
		b	Jurisdiction
		d	Authorized users
		e	Authorization

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

A period or other ending mark of punctuation is always at the end of this field.

<u>Data Conventions/Comments:</u>

A note can be added to each record or supplied only at the collection level to provide information regarding access to the collections at the holdings institution. Access relates to physical, legal or procedural situations. This field contains information related to access to the physical property of the holdings institution. It is also used to document instances when a password is required for access, access is granted for official use only, or a subscription is required for access.

Examples:

Available only to DTIC staff. Defense Virtual Library, Defense Technical Information Center; Department of Defense authorized persons. Source of authority for restriction (ex.: Title, chapter).

Transcripts available to qualified users by appointment.

For official use only.

Contact Luke Air Force Base for further information on access to original material.

506 // ØaAvailable only to DTIC staff.ØbDefense Virtual Library, Defense Technical Information Center;ØdDepartment of Defense authorized persons.ØeSource of authority for restriction (ex.: Title, chapter).

506 // ØaTranscripts available to qualified users by appointment.

506 // ØaFor official use only.

506 // ØaContact Luke Air Force Base for further information on access to original material.

508
CREATION/PRODUCTION CREDITS NOTE

MARC Tag (Field Name):

508   Creation/production credits note   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Separate
between credits with 'space, semicolon, space.'

Data Conventions/Comments:

People or organizations that are not cast members who were involved in the production of
the work are entered here. Examples include narrators, producers, directors, consultants,
and editors among others. This field can contain an introductory phrase as a display
constant (i.e. 'Credits:').

Examples:

Producer, Susan F. Hawkins ; writers, Susan F. Hawkins and Nancy Davis ;
photographers, John Godwin and Susan F. Hawkins ; editor, Daniel J. Marcacci ;
music/audio, Phil Walker.

508 // ØaProducer, Susan F. Hawkins ; writers, Susan F. Hawkins and Nancy Davis ;
photographers, John Godwin and Susan F. Hawkins ; editor, Daniel J. Marcacci ;
music/audio, Phil Walker.

510
CITATION/REFERENCES NOTE

MARC Tag (Field Name):

| 510 | Citation/References Note | a | Name of source |
| | | c | Location within source |

Indicators:	First	Location in source not given	3
		Location in source given	4
	Second	Undefined	Blank

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains notes and citations or references to published descriptions of the moving image. It is used to provide a reference to publications where an item has been cited. No attempt should be made to create a complete list of citations. This field can be used in cases where the source cited refers to a checklist, catalog, or review.

Examples:

TV Guide (Philadelphia), 2/28/96, p. 35

510 4   ØaTV Guide (Philadelphia), 2/28/96,Øcp. 35

511
PARTICIPANT/PERFORMER NOTE

MARC Tag (Field Name):

511   Participant/performer note   a   Note

Indicators: First   No display constant   0
                                                Display constant 'Cast:'   1

                         Second   Undefined   Blank

Note: First indicator can generally be set to 0.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.
Distinguish between performers with a 'space, semicolon, space.'

Data Conventions/Comments:

This field contains information about the participants, vocalists, and performers. Enter an
introductory phrase as needed followed by a colon. Use such terms as Cast, Anchor,
Voices, Presenter, Narrator, Appearing, and Host.

Examples:

Appearing: Gen. Leon G. Saloman, Commander, Army Material Command.

Narrator: Louis Gossett, Jr.

511 0/ ØaAppearing: Gen. Leon G. Saloman, Commander, Army Material Command.

511 0/ ØaNarrator: Louis Gossett, Jr.

518
DATE/TIME AND PLACE OF EVENT

MARC Tag (Field Name):

518   Date/time and place of event   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information about the date, time and place of the event recorded or broadcast. This field uses natural language in its description; the 033 field (date/time and place of event) is coded.

Examples:

Filmed on location in…

Recorded…

Broadcast…

518 // ØaFilmed on location in…

518 // ØaRecorded…

518 // ØaBroadcast…

518

520
SUMMARY NOTE

MARC Tag (Field Name):

520   Summary, abstract, scope note   a   Summary note

Indicators: First   No display constant   8
                                       Display constant 'Subject:'   0
                                       Display constant 'Summary:'   Blank

                       Second   Undefined   Blank

Note: First indicator can generally be set to 8.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains a succinct objective summary note describing the moving image. A summary note is not required and should be used only to enrich information available to the researcher by viewing the electronic file or reading the bibliographic record. It is not necessary to add a summary description to each bibliographic record, but this note can be added when textual description will enhance understanding of the material.

Examples:

Musical film on accelerating science at FermiLab.

Describes project to track populations of Malaysian elephants.

520 8/ ØaMusical film on accelerating science at FermiLab.

520 8/ ØaDescribes project to track populations of Malaysian elephants.

530
ADDITIONAL PHYSICAL FORM AVAILABLE NOTE

MARC Tag (Field Name):

530	Additional physical form note	a	Note
		b	Availability source
		c	Availability conditions
		d	Order number

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field can be used optionally to refer to transcripts and surrogates of the material, including other formats.

Examples:

Typewritten transcript available at…

Reference copy available...

Use electronic surrogate.

Transcript also available in electronic form: 1 computer files (92K).

530 // ØaTypewritten transcript available at…

530 // ØaReference copy available...

530 // ØaUse electronic surrogate.

530 // ØaTranscript also available in electronic form: 1 computer files (92K).

533
REPRODUCTION NOTE

MARC Tag (Field Name):

533	Reproduction note		a	Type of reproduction
			b	Place of reproduction
			c	Responsible agency
			d	Date of reproduction
			e	Physical description of repro.
			f	Series statement of repro.
			m	Date of issues reproduced
			n	Note about reproduction
			7	Fixed length elements

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. If use of the subfield 7 (fixed-length elements) is implemented, the period of ending mark of punctuation precedes the Ø7. Place of reproduction is separated by the name of the responsible agency with a 'space, colon, space.' The series statement can be enclosed in parentheses.

Data Conventions/Comments:

This field describes a reproduction of original material when the original item is described in the main body of the bibliographic record. Do not use this field when describing digital moving image files that have not been reformatted for the DVL. This field has generally been used for reproductions of serials, most commonly for reproductive microforms, but use with electronic materials has been implemented in other instances.

The subfield n (Note about reproduction) can be repeated if more than one note is necessary to convey details about the reproduction process.

The fixed-length data element (subfield 7) is composed of 15 character positions that describe elements about the reproduction that correspond to those contained in the 008 field for the original material (including type of date, dates 1 and 2, place of publication, frequency, regularity, and form of item). Frequency and regularity relate to serials cataloging. If incorporated into the DVL, an example of subfield coding is: **s2000////xxun/s** (representing single date, reproduced in year 2000, no second date, reproduced in the U.S., frequency and regularity not applicable, electronic form of item).

533

This subfield information may also be located in other fields, and may not be implemented in the DVL.

Additional MARC fields identified that may contain information about electronic reproductions include the 583 field (Action note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's Working Group on Preservation Issues of Metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (http://www.rlg.org/preserv/metaapp2.html) for options of using field 533 for digital version information. RLG initially supported the implementation of both the 533 and the 583 to record preservation-related metadata within the MARC record. Since that time, there has been greater support for the use of the 583 field for this information. Determinations about which field to use and the manner in which the field would be implemented remain in flux. An example of possible implementation based on the RLG documentation for electronic reproductions is included here.

Examples:

Computer file. 1999 Feb. 21 Fort Belvoir, VA : Defense Technical Information Center, 10 May 2000. Physical description of reproduction. (Carnegie-Mellon Informedia Digital Video Library). DTIC reformatted electronic file originally created by Carnegie-Mellon. s2000////xxun/s

533 // ØaComputer file.Øm1999 Feb. 21ØbFort Belvoir, VA :ØcDefense Technical Information Center,Ød10 May 2000.Øephysical description of repro.Øf(Carnegie-Mellon Informedia Digital Video Library).ØnDTIC reformatted electronic file originally created by Carnegie-Mellon.Ø7s2000////xxun/s

535
LOCATION OF ORIGINALS/DUPLICATES NOTE

MARC Tag (Field Name):

535   Location of originals/duplicates note   a   Custodian
                                                  b   Postal address
                                                  c   Country
                                                  d   Telecommunication address
                                                  3   Materials specified

Indicators: First   Custodian: holder of originals   1
                                   Custodian: holder of duplicates   2

                      Second   Undefined   Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.
Optionally, separate data between subfields with a semicolon.

Data Conventions/Comments:

This field names the holding institution that has custody over the original or duplicate
material described in the record. Use this field only when the material is located in a
repository that is different from the institution described in the bibliographic record. This
field can be used in conjunction with the 562 field (Copy and version identification note)
to convey information about the institution that has the original material.

Examples:

Duplicate videocassette Smithsonian Institution; Washington, D.C. USA; 202-020-2020

535 2/ Ø3Duplicate videocassetteØaSmithsonian Institution;ØbWashington,
D.C.;ØcUSA;Ød202-020-2020

535

540
TERMS GOVERNING USE & REPRODUCTION NOTE

<u>MARC Tag (Field Name):</u>

540	Terms governing use & repro.	a	Terms
		b	Jurisdiction
		c	Authorization
		d	Authorized users

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

A period or other ending mark of punctuation is always at the end of this field.

<u>Data Conventions/Comments:</u>

This field contains a general statement describing terms governing use and reproduction after access has been provided. This statement is usually constructed with assistance from the holding institution, and could be defaulted in every record associated with a single collection.

It may be possible to incorporate use of this field into the records to describe terms of use and reproduction that relate to the electronic item as well as the original material. These terms could include information about authorized groups and access rights for use and reproduction of the digitized moving image file.

The examples that follow include some possible notes related to copyrighted materials. DVL will follow departmental policies concerning copyrighted materials. If DVL material has copyright restrictions, information about restrictions on use and reproduction can be contained in this field. Optionally, broader information related to copyright can be included in a separate web page that explains restrictions on use and users' responsibilities.

<u>Examples:</u>

Credit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL.; no reproduction restrictions.

Credit line: Office of the Chief of Naval Operations, Washington, DC; reproduction prohibited.

May be restricted: Information on reproduction rights available at…

540

No reproduction restrictions known.

Reproduction rights may be restricted through copyright.

Restricted: Information on reproduction rights available from Los Alamos National
Laboratory.

Copyright owned by…

Duplication not permitted.

Permission required to cite, quote, and reproduce; contact repository for information.

Restrictions: It is unlawful to download, copy, print or utilize in any other form this
material without written consent from the copyright holder.

540 //   ØaCredit line: Air Force Historical Research Agency, Maxwell Air Force Base,
AL.; no reproduction restrictions.

540 // ØaCredit line: Office of the Chief of Naval Operations, Washington, DC;
reproduction prohibited.

540 // ØaMay be restricted: Information on reproduction rights available at…

540 // ØaNo reproduction restrictions known.

540 // ØaReproduction rights may be restricted through copyright.

540 // ØaRestricted: Information on reproduction rights available from Los Alamos
National Laboratory.

540 // ØaCopyright owned by …

540 // ØaDuplication not permitted.

540 // ØaPermission required to cite, quote, and reproduce; contact repository for
information.

540 // ØaRestrictions: It is unlawful to download, copy, print or utilize in any other form
this material without written consent from the copyright holder.

541
IMMEDIATE SOURCE OF ACQUISITION NOTE

MARC Tag (Field Name):

541   Immediate source of acquisition   c   Method of acquisition
                                                  a   Source of acquisition
                                                  d   Date of acquisition
                                                  e   Accession number

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. A
semicolon separates each subfield.

Data Conventions/Comments:

This field contains information about the source of acquisition of this material by the
holding institution. This information is generally included in the accession record. To
date, use of this field has not been implemented since this information has not been
relevant to the materials currently contained in the DVL.

Examples:

Gift; John Smith; 1943.

541 // ØcGift; ØaJohn Smith;Ød1943.

545
BIOGRAPHICAL OR HISTORICAL NOTE

MARC Tag (Field Name):

545   Biographical or historical note   a   Note

Indicators: First   Type of data   Blank   No information provided

                   Second   Undefined   Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

A brief history related to the organization that created the moving image, or biographical information about the creator. This note should relate biographical or historical information about the main entry. It is not required, but can be used to place creation of the moving image in context. This field will not commonly be used to catalog moving images in the DVL. It is generally used in collection level records.

Examples:

Mary Marvin Breckinridge Patterson is a true Renaissance woman. She studied modern history and languages at Vassar College, graduating in 1927. In her youth, she learned to fly a single-engine airplane and was active in student activities and politics. She took her first photograph at age ten and attended the Clarence White School of Photography in New York City. She published photo essays on Africa, the Caribbean, and Appalachia. She worked as a volunteer courier in the Frontier Nursing Service, which had been founded by her cousin Mary Breckinridge, who asked her to make a film about the organization. She went on to make several other documentaries. She was a broadcast journalist for the CBS Radio World News Round-Up from European war zones during World War II. In 1940, she married Jefferson Patterson, a senior U.S. diplomat in Berlin and served with him all over the world. After her husband retired, she continued her work in community service and historic and environmental preservation organizations, sitting on the governing boards of many institutions, including the Frontier Nursing Service and Meridian House International. *LC MBRS example*

545 // ØaMary Marvin Breckinridge Patterson is a true Renaissance woman. She studied modern history and languages at Vassar College, graduating in 1927. In her youth, she learned to fly a single-engine airplane and was active in student activities and politics. She took her first photograph at age ten and attended the Clarence White School of Photography in New York City. She published photo essays on Africa, the Caribbean, and Appalachia. She worked as a volunteer courier in the Frontier Nursing Service, which had been founded by her cousin Mary Breckinridge, who asked her to make a film about the organization. She went on to make several other documentaries. She was a broadcast journalist for the CBS Radio World News Round-Up from European war zones during World War II. In 1940, she married Jefferson Patterson, a senior U.S. diplomat in Berlin and served with him all over the world. After her husband retired, she continued her work in community service and historic and environmental preservation organizations, sitting on the governing boards of many institutions, including the Frontier Nursing Service and Meridian House International. *LC MBRS example*

546
LANGUAGE NOTE

MARC Tag (Field Name):

546   Language note   a   Language note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to record the language/s of the described material. It has not been implemented yet because there has not been any foreign language material in the DVL.

Examples:

Recorded in English; transcribed in English and German.

546 // ØaRecorded in English; transcribed in English and German.

555
CUMULATIVE INDEX/FINDING AIDS NOTE

MARC Tag (Field Name):

555   Cumulative index/finding aids note   a   Note

Indicators: First   No display constant generated   8

                   Second   Undefined   Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information identifying indexes and finding aids available that focus on the described collection. It is used in collection level cataloging only. This field describes details about the level of control the index or finding aid provides.

Examples:

Unpublished guide.

Name index available.

Detailed information is available through the in-house automated catalog.

555 // ØaUnpublished guide.

555 // ØaName index available.

555 // ØaDetailed information is available through the in-house automated catalog.

562
COPY AND VERSION IDENTIFICATION NOTE

MARC Tag (Field Name):

562	Copy and version identification note	a	Identifying markings
		b	Copy identification
		c	Version identification
		d	Presentation format
		3	Materials specified

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to distinguish between copies of materials when more than one copy or version exists. It is used in cases where edition or version information is supplied by the cataloger. Use the 250 field (Edition statement) in instances where this information is transcribed directly from the primary source of information. This field can be used in conjunction with the 535 field (Location of originals/duplicates note) to provide information about both the original and the copy.

There is a possibility that use of this field might be implemented for information about electronic versions of moving images. Currently, enter information about digitized versions created as part of DVL in the 533 field, 583 field (Actions note) or the 856 field (Electronic location and access).

Examples:

In German with English subtitles.

562 // ØcIn German with English subtitles.

580
LINKING ENTRY COMPLEXITY NOTE

MARC Tag (Field Name):

580   Linking entry complexity note   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to express the relationship between the item described in the bibliographic record and other related records. It is used at the subunit or item level to relate to the collection record.

This field can also used in conjunction with linking entry fields to explain the link between related items in cases where this linkage cannot be expressed solely with the 787 field. For example, the linkage between DTIC videorecordings and the related technical report can be further detailed by using the this field in conjunction with the 787 field (nonspecific relationship entry), although use of the 580 has not been required or implemented to date. It is possible that future electronic linkage to technical reports will utilize the 856 field.

Examples:

Forms part of the XYZ collection.

Accompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

580 // ØaForms part of the XYZ collection.

580 // ØaAccompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

581
PUBLICATIONS NOTE

MARC Tag (Field Name):

581   Publications Note   a   Note

Indicators: First   No display constant generated   8

                      Second   Undefined   Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Follow the
format supplied in the *Chicago Manual of Style* (for example: Published in: Title /
Author. Place of publication : Publisher, Date, p. #).

Data Conventions/Comments:

Use this field to cite a publication based on the moving image itself. Use the introductory
expression "Discussed in:" to cite sources where the moving image was discussed.

Note: In cases where the source cited refers to a checklist or catalog, MARC field 510
may be used.

For additional information related to the use of this field, see *Archives, Personal Papers,
and Manuscripts* (1.7B14.), and *Anglo-American Cataloging Rules*, 2nd edition (1.7A4.).

Examples:

Discussed in:

581 // ØaDiscussed in:

583
ACTION NOTE

MARC Tag (Field Name):

583	Action note	a	Action note
		b	Action identification
		c	Time/date of action
		d	Action interval
		f	Authorization
		i	Method of action
		j	Site of action
		k	Action agent
		l	Status
		x	Nonpublic note
		z	Public note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field
contains a mark of punctuation. Optionally, separate data between subfields with a
semicolon.

Data Conventions/Comments:

This field is used to record information about the status of processing and preservation
actions, including processing related to digitization. The field can be repeated to describe
different actions performed during processing or preservation. This field may contain
reformatting information related to electronic actions. This field is for use in cases where
the material was reformatted, but not for material where there was no processing or
preservation treatment.

Manu 583 subfields are repeatable within each field (Øa and Ø3 are two subfields that are
not repeatable). Multiple versions are identified with the use of the materials specified
subfield, while multiple actions are identified with the use of separate repeated 583 fields.

The subfield a (Action note) can use standard terminology (see
http://lcweb.loc.gov/marc/bibliographic/583terms.html). Terms include: reformatted (to
be used with Øi or Øl) and will reformat (to be used with Øc and Ød).

583

The subfields x (Nonpublic note) and z (Public note) can be repeated if more than one note is necessary to convey details about the digitization process.

Additional MARC fields identified that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's Working Group on Preservation Issues of metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (http://www.rlg.org/preserv/metaapp2.html) for options of using field 583 for digital version information. An example of possible implementation of this field for electronic reproductions is included here.

Examples:

reformatted; MIADM000573; 20000701; VHS converted to Betacam prior to digitization; XYZ Imaging; John Q. Scan. Nonpublic note with imaging details. Digitally remastered by DTIC for the Defense Virtual Library.

583 // Øareformatted; ØbMIADM000573; Øc20000701; ØiVHS converted to Betacam prior to digitization; ØjXYZ Imaging; ØkJohn Q. Scan. ØxNonpublic note with imaging details. ØzDigitally remastered by DTIC for the Defense Virtual Library.

583

600
SUBJECT ADDED ENTRY: PERSONAL NAME

MARC Tag (Field Name):

600	Subject added entry: Personal	a	Personal name
		b	Numeration
		c	Titles
		q	Fuller form of name
		d	Dates
		x	General subdivision
		z	Geographic subdivision

Note: Information in subfields a-q is to be taken directly from online searching of LC files.

Indicators:	First	Type of personal name	0	Forename
			1	Surname
			3	Family name
	Second	Subject heading system	0	LC authority
			4	Source not specified
			7	Source in Ø2

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF). When an open-ended life date is at the end of the field, end the field with the hyphen, not a period.

When adding general subdivisions, hyphens are usually system-supplied between the subfields from the name as found in NAF and the subfields for the subdivision.

Data Conventions/Comments:

This field contains a personal name used as a subject indexing term. Use this field to index moving images where the subject is a person. Search NAF for the proper form of the name and enter the name exactly as it appears. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

Roosevelt, Franklin D. (Franklin Delano), 1882-1945.

600 10 ØaRoosevelt, Franklin D.Øq(Franklin Delano),Ød1882-1945.

<div align="center">600</div>

610
SUBJECT ADDED ENTRY: CORPORATE NAME

MARC Tag (Field Name):

610	Subject added entry: Corporate	a	Corporate name
		b	Subordinate units
		x	General subdivision
		y	Chronological subdivision
		z	Geographic subdivision

Note: Information in subfields a-b is to be taken directly from online searching of LC files.

Indicators:	First	Type of name	0	Inverted name
			1	Jurisdiction name
			2	Name in direct order
	Second	Subject heading system	0	LC authority
			4	Source not specified
			7	Source in Ø2

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF). Note that corporate names ending with a closing parentheses do not use a period at the end of the line.

Data Conventions/Comments:

This field contains the name of the corporate body used as a subject indexing term. Use this field to index moving images where the subject is a corporate name. Search NAF for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

610

Examples:

United States. Congress. Senate.

United States. Army--Procurement.

United States. Air Force--Songs & music.

Cable News Network.

610 10 ØaUnited States.ØbCongress.ØbSenate.

610 10 ØaUnited States.ØbArmyØxProcurement.

610 10 ØaUnited States.ØbAir ForceØxSongs & music.

610 20 ØaCable News Network.

611
SUBJECT ADDED ENTRY: MEEETING NAME

MARC Tag (Field Name):

611   Subject added entry: Meeting   a   Meeting name
                                                    n   Number of meeting
                                                    d   Date of meeting
                                                    c   Location of meeting
                                                    e   Subordinate unit
                                                    x   General subdivision

Indicators: First   Type of meeting name   0   Inverted name
                                                    1   Jurisdiction name
                                                    2   Name in direct order

                Second   Subject heading system   0   LC authority
                                                    4   Source not specified
                                                    7   Source in Ø2

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File.

Data Conventions/Comments:

This field contains a meeting name as a subject of the moving image. Search the Library
of Congress Name Authority File (NAF) for the proper form of this name, and enter the
name exactly as it is found. If the name is not found in NAF, based on the information
available it can either be included in this field or recorded in a note field.

Examples:

Olympic Games (23rd : 1984 : Los Angeles, Calif.)

611 20 ØaOlympic GamesØn(23rd :Ød1984 :ØcLos Angeles, Calif.)

611

630
SUBJECT ADDED ENTRY: UNIFORM TITLE

MARC Tag (Field Name):

630   Subject added entry: Uniform title   a   Uniform title

Indicators: First   Nonfiling characters   0-9

                Second   Subject heading system   0   LC authority
                                                              4   Source not specified
                                                              7   Source in Ø2

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF).

Data Conventions/Comments:

This field contains titles of songs, comic strips, movies, radio programs, motion pictures and television programs as a subject. Search NAF for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

The guidelines for this field do not currently include any examples.

650
SUBJECT ADDED ENTRY: TOPICAL TERM

<u>MARC Tag (Field Name):</u>

650	Subject added entry: Topical	a	Topical term
		x	General subdivision
		y	Chronological subdivision
		z	Geographical subdivision
		2	Source of heading

The first indicator can be set as blank (no information on level of subject provided).

<u>Indicators:</u>	<u>First</u>	Level of subject	Blank	No information provided
	<u>Second</u>	Subject heading system	0	LCSH
			4	Source not specified
			7	Source in Ø2

<u>Punctuation/Spacing:</u>

A period or ending mark of parentheses is at the end of this field. Subfields are separated by system-supplied hyphens. If subfield 2 is the last subfield entered, the mark of punctuation or closing parentheses precedes the subfield, system-supplied hyphens do not precede the subfield 2, and there is no ending mark of punctuation following the subfield 2.

<u>Data Conventions/Comments:</u>

Select topical terms that describe the subject/s of the moving image. If there is a summary note, all indexing terms selected should relate to the description in the summary note (520) or title (245); however, not all concepts expressed in the summary note need to have corresponding index terms. It is also appropriate to index subjects when no summary note (520) is used in the bibliographic record. If possible, index terms should be selected from the *Library of Congress Subject Headings*, accessible online through the Library of Congress Name Authority File (NAF).

It is not necessary to include topical subject headings in every catalog record. When topical subject headings are used, they may use one or more LCSH terms without any subdivisions, or they may incorporate subdivisions for general, geographical, and/or chronological categories.

Geographical subdivisions provide a hierarchical description of the location described in the moving image. Use standard geographic place names as found in Library of Congress Name Authority Files (NAF) or follow standard patterns for creating such names.

650

Chronological subdivisions provide a date range for the date of the moving image, if applicable. Use span dates for the chronological subdivision (rounded to the nearest decade span) unless the date is a single year ending in zero (for example, 1940).

If the date is listed in the date field (260) as 1945, enter the date span as a chronological subdivision as 1940-1950.
If the date is listed in the date field (260) as [between 1943 and 1945; reproduction 1979], enter the date span as a chronological subdivision as 1940-1950.
If the date is listed in the date field (260) as [between 1941 and 1965], enter the date span as a chronological subdivision as 1940-1970.
If the date is listed in the date field (260) as [ca. 1940], enter the date as a chronological subdivision as 1930-1950.
If the date is listed in the date field (260) as 1950, enter the date as a chronological subdivision as 1950.

If the appropriate term is not found in LCSH, but is found in another source (like the *Defense Technical Information Center Thesaurus*) or has been created as part of the DVL, that term can be entered in the 650 with the second indicator set to indicate the source of the term. Optionally, the term can be entered in the 653 field (uncontrolled index term) instead.

When possible, if using headings that are not from LCSH, cite the source in subfield 2, and set the indicator to 7 to show that the subject heading system is specified in the subfield. For example, use the subfield 2 when using terms from the *Thesaurus for Graphic Materials* or the *Art and Architecture Thesaurus*. The code for these subject heading systems is entered as lctgm or aat. If the cataloging source is not specified and is not LCSH (possibly when using DTIC thesaurus terms), change the indicator to 4.

Examples:

Elephants--Malaysia.

National parks and reserves--United States.

Children blowing bubbles--1980-1990.lctgm

Surgery, Operative--Computer simulation.

Noise pollution--California--San Clemente Island.

T-45 (Training plane) not found in LC online; source not given

650   0 ØaElephantsØzMalaysia.

650   0 ØaNational parks and reservesØzUnited States.

650   7 ØaChildren blowing bubblesØy1980-1990.Ø2lctgm

650   0 ØaSurgery, OperativeØxComputer simulation.

650   0 ØaNoise pollutionØzCaliforniaØSan Clemente Island.

650   4 ØaT-45 (Training plane) not found in LC online; source not given

651
SUBJECT ADDED ENTRY: GEOGRAPHIC NAME

MARC Tag (Field Name):

651	Subject added entry: Geographic	a	Topical term
		x	General subdivision
		y	Chronological subdivision

Indicators: First   Undefined   Blank

             Second   Subject heading system   0   LC authority
                                                   4   Source not specified
                                                   7   Source in Ø2

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Subfields are separated by system-supplied hyphens. If the field ends with closing parentheses, do not add a period following the closing parentheses.

Data Conventions/Comments:

This field contains a geographic name used as an indexing term. Search the Library of Congress Name Authority File (NAF) for the proper form of the name and enter it exactly as it is found.

Most entries using this field will use only the subfield a and y. The additional subfields are used in some ambiguous geographic headings, like the names of some wars, military parks, and forts.

Examples:

United States--History--Civil War, 1861-1865.

Boston (Mass.)

651 /0 ØaUnited StatesØxHistoryØyCivil War, 1861-1865.

651 /0 ØaBoston (Mass.)

653
SUBJECT ADDED ENTRY: UNCONTROLLED INDEX TERM

MARC Tag (Field Name):

653   Subject Added Entry: Uncontrolled   a   Index term

Indicators: First   Level of index term   Blank   No information provided

                Second   Undefined   Blank

Punctuation/Spacing:

The field does not end with a mark of punctuation unless the punctuation is part of the data.

Data Conventions/Comments:

This field contains index terms that are not derived from a controlled subject heading system or thesaurus. For the DVL, this field can be used to list the bucket terms in consideration for display purposes or for exhibit pages (for example, it can be used to group files related to one theme into a group). The subfield a can be repeated when more than one index term is assigned.

Examples:

Lifestyles

Explosions

653 // ØaLifestylesØaExplosions

655
SUBJECT ADDED ENTRY: FORM/GENRE

MARC Tag (Field Name):

655	Subject added entry: Form/Genre	a	Form/Genre
		v	Form subdivision
		x	General subdivision
		y	Chronological subdivision
		2	Source of term

Indicators: First   Type of heading   Blank   Basic

              Second   Source specified in subfield 2   7

Punctuation/Spacing:

A period is always at the end of this field. Each subfield should be separated by system-supplied hyphens.

Data Conventions/Comments:

Form and genre terms can be used to describe characteristics of the moving image. Subject headings can be used from the *The Moving Image Genre-Form Guide* (migfg) created by the Motion Picture/Broadcasting/Recorded Sound Division (MBRS) at the Library of Congress or from the *Art and Architecture Thesaurus* (AAT) as appropriate. To date, the DVL uses form and genre terms selected from the migfg.

The migfg is available online at http://lcweb.loc.gov/rr/mopic/miggen.html.
The AAT is available online at: http://www.ahip.getty.edu/aat_browser.

Some of the genre terms that are anticipated to receive regular use in the DVL include: Documentary, Educational, Industrial, Instructional, Interview, Lecture, Military, Propaganda, Sponsored, Training, and War (Nonfiction). Form terms that are anticipated to receive regular use in the DVL include: Advertising, Excerpt, Feature, Outtake, and Short.

Combine genre terms with standardized form terms in the subfield Øv (Form subdivision) to create more descriptive headings. If a desired term is not found within the migfg, it can be proposed to MBRS.

Subject headings can be assigned for the physical form of the moving image being described, but for DVL moving images, the use of access points for physical characteristics has not been implemented.

655

Examples:

Industrial--Advertising. migfg

Educational--Short--1980-1990. migfg

Children's--Short. migfg

655 /7 ØaIndustrialØvAdvertising.Ø2migfg

655 /7 ØaEducationalØvShortØy1980-1990.Ø2migfg

655 /7 ØaChildren'sØvShort.Ø2migfg

700
ADDED ENTRY: PERSONAL NAME

MARC Tag (Field Name):

700	Added entry: Personal Name	a	Personal name
		b	Numeration
		c	Titles
		q	Fuller form of name
		d	Dates
		e	Relator term

Indicators:	First	Type of personal name	0	Forename
			1	Surname
			3	Family name
	Second	Type of added entry	Blank	No information provided

Punctuation/Spacing:

Enter data exactly as it appears in the Library of Congress Name Authority Files (NAF). A comma follows personal name data except when preceding a fuller form of the name in parentheses. A comma follows the fuller form of the name supplied in parentheses. A period comes at the end of the field. In the case where a life date is open-ended, do not add any punctuation.

Data Conventions/Comments:

The 700 field is used only for providing important controlled access to people who were directly involved in the creation or production of the moving image. Search NAF for the accepted style of entry for each name, and enter data exactly as it is found. This field may be repeated.

Relator terms that may be used in the DVL include the following: anchor, animation, camera, cast, choreography, direction, editing, filmmaker, guest, host, music, narration, performer, production, production design, reporter, research, sound, special effects, voice, and writing. Do not add a relator term if the role in creation is unclear.[10]

If a name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

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[10] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like drt (director), nrt (narrator), and flm (film editor). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

Examples:

Barbash, Louis, direction, production, writing.

700 1/ ØaBarbash, Louis,Øedirection,Øeproduction,Øewriting.

710
ADDED ENTRY: CORPORATE NAME

MARC Tag (Field Name):

710	Added entry: Corporate Name	a	Corporate name
		b	Subordinate units
		e	Relator terms

Indicators:	First	Type of corporate name	0	Inverted name
			1	Jurisdiction name
			2	Name in direct order
	Second	Type of added entry	Blank	No information provided

Punctuation/Spacing:

This field ends with a period or other mark of punctuation. A comma precedes the relator term; otherwise follow the same form of name listed in the Library of Congress Name Authority File (NAF).

Data Conventions/Comments:

This field contains names of corporate bodies directly involved with the moving image. Search NAF for the accepted style of entry for each name, and enter data exactly as it is found This field may be repeated. If the name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

Relator terms that may be used in the DVL include the following: anchor, animation, camera, cast, choreography, direction, editing, filmmaker, guest, host, music, narration, performer, production, production design, reporter, research, sound, special effects, voice, and writing. Do not add a relator term if the role in creation is unclear.[11]

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[11] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like prf (performer), cnd (conductor), and voc (vocalist). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

710

Examples:

United States. Bureau of Reclamation, producer.

Smithsonian Institution, producer.

Boston Dynamics, Inc., copyright holder.

Texas A&M University. Dept. of Mechanical Engineering, producer.

710 1   ØaUnited States.ØbBureau of Reclamation,Øeproducer.

710 2   ØaSmithsonian Institution,Øeproducer.

710 2   ØaBoston Dynamics, Inc.,Øcopyright holder.

710 2   ØaTexas A&M University.ØbDept. of Mechanical Engineering,Øeproducer.

711
ADDED ENTRY: MEETING NAME

MARC Tag (Field Name):

711	Added entry: Meeting name	a	Meeting name
		n	Number of meeting
		d	Date of meeting
		c	Location of meeting
		e	Subordinate unit

Indicators:	First	Type of meeting name	0	Inverted name
			1	Jurisdiction name
			2	Name in direct order
	Second	Type of added entry	Blank	No information provided

Punctuation/Spacing:

A period or other ending mark of punctuation is at the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a meeting or conference name used as an added entry.   Examples include such meetings are exhibitions, expeditions, festivals, and seminars. Search the Library of Congress Name Authority File (NAF) for the accepted style of entry for each name, and enter data exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

Century of Progress International Exposition (1933-1934 : Chicago, Ill.)

711 21 ØaCentury of Progress International ExpositionØd(1933-1934 :ØcChicago, Ill.)

730
ADDED ENTRY: UNIFORM TITLE

MARC Tag (Field Name):

730	Added entry: Uniform title	a	Uniform title
		d	Date of treaty
		f	Date of work

Indicators: First   Nonfiling characters   0-9

              Second   Type of added entry   Blank   No information provided

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains an added entry for a version of the title that is a uniform title. Use this field to convey uniform title information that is not entered as part of the main entry in the 130 or uniform title in the 240. This field can also be used for added entries for radio and television programs, motion pictures, songs, and anonymous works.

Examples:

The guidelines for this field do not currently include any examples.

740
ADDED ENTRY: UNCONTROLLED RELATED/ANALYTICAL TITLE

MARC Tag (Field Name):

740	Uncontrolled related analytical title		a	Title
			n	Number
			p	Name

Indicators: First   Nonfiling characters   0-9

Second   Type of added entry   Blank   No information provided

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a title that varies from the title listed in the 245 (title) field. Use the 246 (variant title) field for varying forms of the title, the 730 (uniform title) field for added uniform titles, and the 740 field for uncontrolled titles. The field is not anticipated to be used with any regularity in the DVL.

Examples:

The guidelines for this field do not currently include any examples.

773
HOST ITEM ENTRY

MARC Tag (Field Name):

773	Host Item Entry		t	Title
			w	Control number

Indicators: First   Note controller   0   Display note

              Second   Display constant controller   8   No display constant generated

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field is used in component part for subunit records to refer to the 'host,' creating
linkage between these various levels. Using the subfields referring to collection level
title and collection level record control number creates a textual and numerical link
between component parts. It is used at the subunit or item level to relate to the collection
level record. It is not used to create a correlation between records for digitized segments
of a moving image and the record for the entire piece. Use the note field (500) for
information about the relationship of digitized segments.

Examples:

Gottscho-Schleisner Collection (Library of Congress) (DLC) 85861312

773 0/ ØtGottscho-Schleisner Collection (Library of Congress)Øw(DLC) 85861312

787
NONSPECIFIC RELATIONSHIP ENTRY

MARC Tag (Field Name):

787   Nonspecific relationship entry   i   Display text
                                                 n   Note
                                                 o   Other item identifier
                                                 t   Title
                                                 w   Record control number

Indicators: First   Note controller   0   Display note

               Second   Display constant controller 8   No display constant generated

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field
contains a mark of punctuation.

Data Conventions/Comments:

This field provides information about related materials. It can be used in conjunction with
the 580 field (linking entry complexity note) when additional detail is required to define
the relationship. For example, the field is used to express the linkage between DTIC
videorecordings and the related technical report. It is possible that future electronic
linkage to technical reports will utilize the 856 field. The field can include a record
control number to provide linkage to a system control number, but use of the subfield w
has not yet been implemented.

Examples:

Accompanies: Defense Technical Information Center technical report AD-A286 984
Look and Feel: Haptic Interaction for Biomedicine 00000978
The record control number has been fabricated for this example.

787 08 ØiAccompanies:Øn Defense Technical Information Center technical report
ØoAD-A286 984ØtLook and Feel: Haptic Interaction for BiomedicineØw00000978
The record control number has been fabricated for this example.

852
LOCATION

MARC Tag (Field Name):

852	Location		a	Location
			b	Sublocation
			e	Address
			n	Country

Indicators: First   Shelving scheme   Blank   No information provided

              Second   Shelving order   Blank   No information provided

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field contains information about the location of the material. This includes the name and address of the institution that holds the item or provides access to it. These holding institutions have the original material used to create the digital moving image file. The data in this field can be defaulted into every record from a particular holding institution.

DTIC is listed in the 852 field for all items with a DTIC AD number.

Examples:

Air Combat Command Heritage of America Band, 86 Hickory Street, Langley Air Force Base, VA 23665-2192 USA

Air Force Historical Research Agency, Maxwell Air Force Base, AL 36112 USA

Naval Historical Center, Washington, D.C. 20374-5060 USA

852 // ØaAir Combat Command Heritage of America Band,Øe86 Hickory Street, Langley Air Force Base, VA 23665-2192ØnUSA

852 // ØaAir Force Historical Research Agency,ØeMaxwell Air Force Base, AL 36112ØnUSA

852 // ØaNaval Historical Center,ØeWashington, D.C. 20374-5060ØnUSA

856
ELECTRONIC LOCATION & ACCESS

MARC Tag (Field Name):

856	Electronic location & access	a	Host name
		c	Compression info.
		d	Path
		f	Electronic name
		j	Bits per second
		n	Name of host
		q	Electronic format type
		s	File size
		u	Uniform Resource Identifier
		x	Nonpublic note
		z	Public note
		2	Access method
		3	Materials specified

Indicators:	First	Access method	0	Email
			1	FTP
			3	Dial-up
			4	HTTP
			7	Method specified in Ø2
	Second	Relationship	0	Resource
			1	Version of resource

Note: When the second indicator is coded with a '0', the display constant *Electronic resource:* may be generated by the system; when the second indicator is coded with a '1', the display constant *Electronic version:* may be generated by the system.

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field contains information required to identify, locate and retrieve an electronic item. These guidelines document current usage of naming conventions, subfield selection, and field format. As metadata requirements for long-term preservation and access to digital material are refined, the use of this field will be revised.

Subfield a (host name) is http://dvl.dtic.mil.

856

Subfield f contains the electronic file name. DVL file names for moving images begin with the prefix "MI" followed by the item identification number. Electronic file names for videorecordings have retained existing identification numbers, followed by the extension representing the digital format (i.e., ZOO367.mpg or MIADM000285.rm). The file name may or may not include a file extension. Some current cataloging has not implemented file name in the subfield f because there have been too many files to enter individually in order to provide the level of reference required to be of use.

Examples of DVL file naming conventions are now established for the handle and its subelements, but may receive revision. Subelements of the handle include the following:

1. full-length video, which is represented by the handle itself (MIADM000285);
2. a segment of the video, represented with the use of the underscore sign (MIADM000285_1 for segment 1); and
3. a clip of a segment, represented with the use of underscore signs (MIADM000285_1_clip1 for clip 1 of segment 1).

In cases where there are multiple electronic files representing the original item (videorecording), during the pilot practice was to create a single bibliographic record, providing linkage to the electronic files through separate 856 fields for the entire videorecording, related segments, and related clips.

Subfield n (name of host) is defaulted to "Defense Technical Information Center, Fort Belvoir, Virginia."

Subfield q can be used to identify the type of resource identified in the subfield u of the 856 (i.e. RealMedia or MPEG).

Subfield s is used to record file size. DVL practice is to enter file size using kilobytes instead of bytes. Some current cataloging has not implemented file size in the subfield s because there have been too many files to enter individually in order to provide the level of reference required to be of use.

Subfield u contains the Uniform Resource Name, or handle. It begins with the acronym 'hdl:.' The handle in subfield u must be represented with upper case letters. The handle prefix for all moving images is "MI." This is followed by an item identification number, which can incorporate previously assigned numbering or be arbitrary. For example, DVL assigned an arbitrary number (MI1) to Carnegie-Mellon videorecordings, while DTIC videorecordings retain use their identification (AD) number (MIADM000285).

Subfield x contains nonpublic notes and can be used for administrative information.

Subfield z (Public note) is intended for public display. Records can use this subfield for textual information about how the user can access the digital moving image file. This field is repeatable and can be used to communicate information about the file to the user.

856

Subfield 3 (Materials specified) is used for a textual description of the aspect of the digital moving image resource that is available.

The standard phrasing for the subfield 3 includes:

> Entire videotape in MPEG standard size image format.
> Entire videotape in MPEG quartersize image format (QSIF).
> Entire videotape in RealMedia format, 256k DSL.
> Entire videotape in RealMedia format, 56k dial-up.
> Clip of videotape in MPEG standard size image format.
> Clip of videotape in MPEG quartersize image format (QSIF).
> Clip of videotape in RealMedia format, 256k DSL.
> Clip of videotape in RealMedia format, 56k dial-up.
> Segment # of videotape in MPEG standard size image format.
> Segment # of videotape in MPEG quartersize image format (QSIF).
> Segment # of videotape in RealMedia format, 256k DSL.
> Segment # of videotape in RealMedia format, 56k dial-up.
> Clip of Segment # of videotape in MPEG standard size image format.
> Clip of Segment # of videotape in MPEG quartersize image format (QSIF).
> Clip of Segment # of videotape in RealMedia format, 256k DSL.
> Clip of Segment # of videotape in RealMedia format, 56k dial-up.

Information about associated technical reports is provided in the 787 field (Nonspecific relationship entry). The 787 field includes the link to the electronic file for the technical report, but the linkage to this electronic file may be migrated to the 856 field in the future.

Compression information, path, bits per second, and access method are other subfields that may be implemented in future DVL work.

For further information about the use of this field, review *Guidelines for the Use of Field 856* (revised August 1999), prepared by the Network Development and MARC Standards Office, Library of Congress (http://lcweb.loc.gov/marc/856guide.html).

Additional MARC fields identified that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 583 field (Action note).

Examples:

Electronic version:dvl.dtic.mil MI1.mpg Defense Technical Information Center, Fort Belvoir, Virginia hdl:100.1/MI1 Entire videotape.

Electronic version:dvl.dtic.mil MIADM000386.mpg MIADM000386.rm Defense Technical Information Center, Fort Belvoir, Virginia hdl:100.1/MIADM000386 Entire videotape.

856 41 Øadvl.dtic.milØfMI1.mpgØnDefense Technical Information Center, Fort Belvoir, VirginiaØuhdl:100.1/MI1ØzEntire videotape.

856 41 Øadvl.dtic.milØfMIADM000386.mpgØfMIADM000386.raØnDefense Technical Information Center, Fort Belvoir, VirginiaØuhdl:100.1/MIADM000386ØzEntire videotape.

9XX
EQUIVALENCE AND CROSS-REFERENCE FIELDS

Field Name (MARC Tag):

9XX   Equivalence and cross-reference fields   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

None.

Data Conventions/Comments:

9XX fields could be defined to incorporate structural and administrative metadata that does not fit into any established MARC field. Local fields can contain information needed for long-term management of digital materials.

For example, the University of Rochester Libraries created Guidelines for Coding 999 (Local Internet Description) Field (see http://128.151.244.128/cat/code999.htm). They use their local field to facilitate access to remote electronic resources. The field has been designed to have a single subfield, although it is possible to enter four information elements there: a resource designation term, a university cataloging agency, the word Internet, and a temporary designation.

Any implementation of a local field will be documented in these guidelines to provide standardization of DVL practice. Design and format of data entry in these fields is to be defined by DVL project managers.

Examples:

The guidelines for this field do not currently include any examples.

952
CATALOGER'S NOTE

MARC Tag (Field Name):

952   Cataloger's note   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to convey information not intended for use by the public. Examples include information about the condition of the moving image, or a listing of sources consulted in compiling notes.

This field can be used to record in-house information noting citations to publications and other resources used to compile the catalog record. Although it is not necessary to document the origin of all cataloger-supplied information, the DVL includes nonpublic notes related to sources.

952

Examples:

Summary information from publication:

Title information from publication:

Title and date supplied by:

Historical information from publication:

Biographical information from publication:

Date based on…

Digital file viewed by JG.

952 // ØaSummary information from publication:

952 // ØaTitle information from publication:

952 // ØaTitle and date supplied by:

952 // ØaHistorical information from publication:

952 // ØaBiographical information from publication:

952 // ØaDate based on…

952 // ØaDigital file viewed by JG.

969
SHORT TERM TEMPORARY NOTE

MARC Tag (Field Name):

969   Short term temporary note   a   Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

None.

Data Conventions/Comments:

This field is used to record information during the process of cataloging and review, such as comments related to the record or reminders about additional work to be performed before the record is complete. The field should not contain information after cataloging is complete and verified. No standard punctuation or formatting is necessary in this temporary field.

This field can be used to indicate the status of the record during cataloging. Use standard terminology to describe the status of the record, like "In progress" and "Verified."

Examples:

Fields to review: Copyright 1997.

Record status: In progress.

Record status: Verified.

969 // ØaFields to review: Copyright 1997.

969 // ØaRecord status: In progress.

969 // ØaRecord status: Verified.

985
LOCAL RECORD HISTORY

MARC Tag (Field Name):

985   Local record history a   Agency
                 e   Project name

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field is a Library of Congress in-house field used to identify the creator of the records and a project code. It can be used to distinguish the various projects within the DVL, and link the record with the appropriate project. The codes used in the example below are possible acronyms.   They can be revised to better serve DVL needs. For example, it may be preferable to provide a textual description or title for each project instead of using coded descriptions.

To date, the codes used represent the format of the item (for example, mi for moving image, aud for audio, and ph for photo), but codes could be established that specify particular projects within a format (for example, using mi-cm for Carnegie-Mellon or mi-dtic for DTIC materials).

Examples:

dtic/mi dvl

985   //   Øadtic/miØedvl

SAMPLE RECORDS

OCLC: DTIC-000009   Rec stat: n Entrd: 000201 Used: 20000706
Type: g   Elvl: 7   Srce: d   Audn: | Ctrl: Lang: eng
Blvl: m   TMat: v   GPub: f   AccM: MRec: Ctry: xxu
Desc: a   Time: 001 Tech: l   Dtst: s   Dates: 19--,
 COM:c SMD: CL: DIM: SND: IMBD: NFF: QAT: SRC: COMP: REFQ:
 COM:m SMD: CL: PR: SEP: MDS: WD: CONF: PRE: +/-: GEN: BSE: RCL:
    KND: DET: COM: INSDATE:
 COM:v SMD:f OR: CL:c VF:b SEP:a MDS:h WD:o CONF:s
 RMD: OR: SPD: SND: GRV: DIM: WID: TC: KD: KM: KC: RC:

035   ØaMI1
099   ØaZOO07
245 00 ØaAbang Ramadan in the Malaysian elephant satellite project Øh
      [videorecording] / ØcNational Zoo, Smithsonian Institution.
257   ØaU.S.
260   Øc19--
300   Øa1 videocassette of 1 (1 min., 47 sec.) : Øbsd., col.
306   Øa000147
500   ØaDigitized videorecording obtained from Carnegie-Mellon University
      Informedia Digital Video Library Project website.
520 8 ØaDescribes project to track populations of Malaysian elephants,
      especially the relocation of an elephant (Abang Ramadan) to a
      national wildlife preserve.
540   ØaCredit line: National Zoological Park; no reproduction restrictions.
650 0 ØaElephants ØzMalaysia.
655 7 ØaEducational ØvShort. Ø2migfg
710 2 ØaNational Zoological Park (U.S.) Øeproducer.
856 41 Øadvl.dtic.mil ØfZOO07.mpg Øs16,025 KB ØfZOO07.rm Øs16,025 KB Øn
      Defense Technical Information Center, Fort Belvoir, Virginia Øu
      hdl:100.1/MI1 ØzEntire videotape.
900   Øa2000/02/01 Øcsuper Øm2000/07/06 Øusuper
969   ØaRecord status: In progress.
952   ØaDigital file viewed by JG.
969   ØaCorrect date info in 008 and 260. Finalize 856, 533, 583.
985   Øadtic/mi Øedvl

OCLC: DTIC-000010   Rec stat: n Entrd: 000317 Used: 20000706
Type: g   Elvl: 7   Srce: d   Audn: | Ctrl: Lang: eng
Blvl: m   TMat: v   GPub: f   AccM: MRec: Ctry: xxu
Desc: a   Time: 019 Tech: l   Dtst: e   Dates: 1995,01
 COM:c SMD: CL: DIM: SND: IMBD: NFF: QAT: SRC: COMP: REFQ:
 COM:m SMD: CL: PR: SEP: MDS: WD: CONF: PRE: +/-: GEN: BSE: RCL:
     KND: DET: COM: INSDATE:
 COM:v SMD:f OR: CL:c VF:b SEP:a MDS:h WD:o CONF:m
 RMD: OR: SPD: SND: GRV: DIM: WID: TC: KD: KM: KC: RC:

035   ØaMIADM000573
037   ØaAD-M000 573 ØbDTIC Øc(VHS)
099   ØaAD-M000 573
245 00 ØaDebriefing unsuccessful offerors Øh[videorecording] : Øba practical
       alternative to those nasty "You lost, they won, that's it, goodbye"
       debriefings / Øcproduced by U.S. Army Material Command.
257   ØaU.S.
260   ØaFort Belvoir, VA. : ØbDefense Technical Information Center
       [distributor], Øc1995 Jan.
300   Øa1 videocassette of 1 (19 min.) : Øbsd., col. and b&w ; Øc1/2 in.
       viewing copy.
306   Øa001900
506   ØaContact the Defense Technical Information Center for further
       information on access to original material.
511 0 ØaAppearing: Gen. Leon G. Saloman, Commander, Army Material Command.
520 8 ØaHumorous reenacts of the debriefing process for unsuccessful
       offerors, providing options and guidance to improve the relationship
       with industry.
540   ØaCredit line: Army Material Command; no reproduction restrictions.
610 10 ØaUnited States. ØbArmy ØxProcurement.
650 0 ØaDisclosure of information.
650 0 ØaDefense contracts.
650 0 ØaRequests for proposals (Public contracts)
655 7 ØaEducational ØvShort. Ø2migfg
710 1 ØaUnited States. ØbArmy Material Command, Øeproducer.
787 08 ØiAccompanies: ØnDefense Technical Information Center technical report
       ØoAD-A293 989 ØtDebriefing handbook: a practical guide for conducting
       post-award debriefings. Volume 6.
852   ØaDefense Technical Information Center ØeFort Belvoir, VA 22060-6218
       ØnUSA
856 41 Øadvl.dtic.mil ØfMIADM000573.mpg ØfMIADM000573.rm ØnDefense Technical
       Information Center, Fort Belvoir, Virginia Øuhdl:100.1/MIADM000573
       ØzEntire videotape.
900   Øa2000/03/17 Øc%u Øm2000/07/06 Øusuper
969   ØaRecord status: In progress.
969   ØaAMC: Credit as holding institution? Who is 'XA' (in bibliography)
       and are they are responsible agent? No 787 link to tech report
       control number included. Should 610 go to AMC or Army? Add
       'humorous' into subject? Finalize 856, 533, and 583.
985   Øadtic/mi Øedvl

REQUIRED AND OPTIONAL DATA ELEMENTS
MOVING IMAGE MATERIALS
MARC FIELDS

Required fields appear in bold typeface.

MARC TAG	FIELD NAME		SUBFIELD and SUBFIELD NAME
LEADER			
001	**Control Number**		**System generated number**
005	**Date and time of latest transaction**		
006	Additional materials fixed field		
007	**Physical description fixed field**		
008	**Fixed length data elements**		
010	LC control number	a	LCCN
024	Other standard identifier	a	Number or code
		d	Additional codes
		z	Invalid number
028	Publisher number	a	Publisher number
		b	Source
033	Date/time and place of event	a	Formatted date/time
035	**System control number**	**a**	**Number**
037	Source of acquisition	a	Stock number
		b	Source of number
		c	Terms
040	Cataloging source	a	Original agency
		d	Modifying agency
		e	Description conventions
082	Dewey Decimal call number	a	Classification number
		b	Item number
099	**Local call number**	**a**	**Local call no.**
1XX	**Main entry: One Field Only**		
100	Personal name	a	Personal name
		b	Numeration
		c	Titles
		q	Fuller form of name
		d	Dates
		e	Relator term
110	Main entry: Corporate name	a	Corporate name
		b	Subordinate units
		e	Relator term

MARC TAG	FIELD NAME	SUBFIELD and SUBFIELD NAME	
111	Main entry: Meeting name	a	Meeting name
		n	Number of meeting
		d	Date of meeting
		c	Location of meeting
		e	Subordinate unit
130	Main entry: Uniform title	a	Uniform title
240	Uniform title	a	Uniform title
245	**Title**	**a**	**Title**
		b	Remainder of title
		c	Remainder of transcription
		h	**Medium**
		n	Number of part
		p	Name of part
246	Variant title	a	Title
		b	Remainder of title
		i	Display text
250	Edition statement	a	Edition statement
257	**Country of producing entity**	a	Country
260	**Publication (Date)**	a	Place of publication
		b	Publisher
		c	**Date of execution**
		e	Place of manufacture
		f	Manufacturer
300	**Physical description**	**a**	**Extent**
		b	Other physical details
		c	Dimensions
		e	Accompanying material
306	Duration	a	Duration
351	Organization & arrangement	a	Organization
		b	Arrangement
440	Series statement/Added entry (Title)	a	Title
		n	Number of part/section
		p	Name of part/section
		v	Volume number
500	General note	a	General note
501	With note	a	Note
505	Formatted contents note	a	Note
506	Restrictions on access note	a	Terms governing access
		b	Jurisdiction
		d	Authorized users
		e	Authorization
508	Creation/production credits note	a	Note

MARC TAG	FIELD NAME	SUBFIELD and SUBFIELD NAME	
510	Citation/References note	a	Name of source
		c	Location in source
511	Participant/Performer note	a	Note
518	Date/time and place of event	a	Note
520	Summary, abstract, scope note	a	Summary note
530	Additional physical form note	a	Note
		b	Availability source
		c	Availability conditions
		d	Order number
533	Reproduction note	a	Type of reproduction
		b	Place of reproduction
		c	Responsible agency
		d	Date
		e	Physical description
		f	Series statement
		m	Date of publication
		n	Note about reproduction
		7	Fixed length elements
535	Location of originals/duplicates note	a	Custodian
		b	Postal address
		c	Country
		d	Telecommunication address
		3	Materials specified
540	Terms governing use & reproduction	a	Terms note
		b	Jurisdiction
		c	Authorization
		d	Authorized users
541	Immediate source of acquisition	c	Method of acquisition
		a	Source of acquisition
		d	Date of acquisition
		e	Accession number
545	Biographical/Historical note	a	Note
546	Language note	a	Note
555	Cumulative index/finding aid note	a	Note
562	Copy and version identification note	a	Identifying markings
		b	Copy identification
		c	Version identification
		d	Presentation format
		3	Materials specified
580	Linking entry complexity note	a	Note
581	Publications note	a	Note

MARC TAG	FIELD NAME	SUBFIELD and SUBFIELD NAME	
583	Action note	a	Action
		b	Action identification
		c	Time of action
		d	Action interval
		f	Authorization
		i	Method of action
		j	Site of action
		k	Action agent
		l	Status
		x	Nonpublic note
		z	Public note
600	Subject added entry: Personal	a	Personal name
		b	Numeration
		c	Titles
		q	Fuller form of name
		d	Dates
		x	General subdivision
		z	Geographic subdivision
610	Subject added entry: Corporate	a	Corporate name
		b	Subordinate units
		x	General subdivision
		y	Chronological subdivision
		z	Geographic subdivision
611	Subject added entry: Meeting	a	Meeting name
		n	Number of meeting
		d	Date of meeting
		c	Location of meeting
		e	Subordinate unit
		x	General subdivision
630	Subject added entry: Uniform title	a	Uniform title
650	Subject added entry: Topical term	a	Topical term
		x	General subdivision
		y	Chronological subdivision
		z	Geographical subdivision
		2	Source of heading
651	Subject added entry: Geographic	a	Topical term
		x	General subdivision
		y	Chronological subdivision
653	Subject added entry: Uncontrolled	a	Index term

MARC TAG	FIELD NAME	SUBFIELD and SUBFIELD NAME	
655	Subject added entry: Form/Genre	a	Form/Genre
		v	Form subdivision
		x	General subdivision
		y	Chronological subdivision
		2	Source of term
700	Added entry: Personal name	a	Personal name
		b	Numeration
		c	Titles
		q	Fuller form of name
		d	Dates
		e	Relator term
710	Added entry: Corporate name	a	Corporate name
		b	Subordinate units
		e	Relator term
711	Added entry: Meeting name	a	Meeting name
		n	Number of meeting
		d	Date of meeting
		c	Location of meeting
		e	Subordinate unit
730	Added entry: Uniform title	a	Uniform title
		d	Date of treaty
		f	Date of work
740	Added entry: Variant title	a	Title
		n	Number
		p	Name
773	Host item entry	t	Title
		w	Control number
787	Nonspecific relationship entry	i	Display text
		n	Note
		o	Other item ID
		t	Title
		w	Record control number
852	**Location**	**a**	**Location**
		b	**Sublocation**
		e	**Address**
		n	**Country**

MARC TAG	FIELD NAME	SUBFIELD and SUBFIELD NAME	
856	**Electronic location and access**	**a**	**Host name**
		c	**Compression info.**
		d	**Path**
		f	**Electronic name**
		j	**Bits per second**
		n	**Name of location of host**
		q	**Electronic format type**
		s	**File size**
		u	**URI**
		x	**Nonpublic note**
		z	**Public note**
		2	**Access method**
		3	**Materials specified**
9XX	Equivalence and cross reference fields		
952	Cataloger's note	a	Note
969	Short term temporary note	a	Note
985	**Local record history**	**a**	**Agency**
		e	**Project name**

END OF FIELD PUNCTUATION

LEADER	None
0XX	None
1XX	Period unless an open life date with no relator term or closing parentheses
240	None, unless ending text contains initial letters or an abbreviation
245	Period
246	None, unless ending text contains initial letters or an abbreviation
250	Period or other closing punctuation
257	Period
260	Period or other closing punctuation
300	Period or other closing punctuation
306	None, unless ending text contains initial letters or an abbreviation
351	Period or other closing punctuation
440	None, unless ending text contains initial letters or an abbreviation
500	Period (even when closing parentheses or bracket is used) or other ending mark of punctuation
501	Period or other closing punctuation
505	Period when complete or partial contents, but no period when incomplete contents.
506	Period or other closing punctuation
508	Period or other closing punctuation
510	None
511-581	Period or other closing punctuation
583	None, unless ending text contains initial letters or an abbreviation
600	Period, unless an open life date
610	Period or other closing punctuation, unless field ends with closing parentheses
611	Period or other closing punctuation
630	Period or other closing punctuation
650	Period or other closing punctuation, unless field ends with closing parentheses
651	Period or other closing punctuation
653	None
655	Period or other closing punctuation. None if Ø2 ends the field
700	Period unless an open life date with no relator term or closing parentheses
710	Period or other closing punctuation
711	Period or other closing punctuation, unless field ends with closing parentheses
730-740	Period or other closing punctuation
773	None
787	None, unless ending text contains initial letters or an abbreviation
8XX-9XX	None
952	Period or other closing punctuation

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Does not include cataloging publications dating before 1980s.
Last revised October 2000.

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B. INTERNET SITES FOR MOVING IMAGE COLLECTIONS AND CATALOGING

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